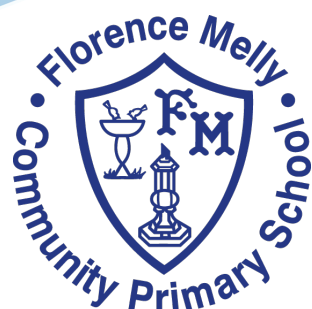


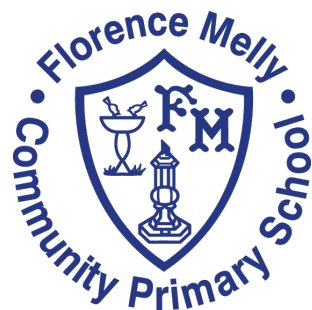


Florence Melly Community Primary School

Governor Allowances and Expenses Policy

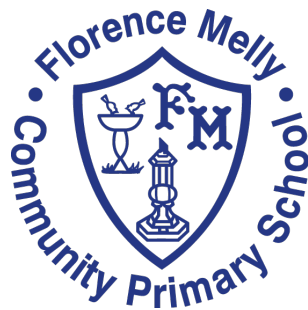
Policy Title:	Governor Allowances and Expenses Policy		Date written:	May 2026
Written by:	Aaron Leach (Headteacher)		New or revised policy:	Revised (Version 2)
Implementation:	Date of ratification:	Date presented to staff:	Date of renewal:	
	October 2026	September 2026	September 2027	





Policy Version Control

Date of Update	Overview of changes made	Version
May 2026	Policy strengthened to improve financial oversight, clarity of approval processes, value for money, and governance accountability, ensuring it is fully compliant and robust for audit and scrutiny.	V1
September 2026	Annual policy review completed to strengthen financial governance arrangements, clarify the approval and reimbursement process for governor expenses, enhance audit and record-keeping procedures, and improve transparency, accountability and value-for-money arrangements.	V2



Governor Allowances and Expenses Policy

September 2026 - Version 2

This policy statement has been developed in accordance with the *School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*. These regulations give Governing Bodies the discretion to pay allowances from the school's budget to governors for expenditure necessarily incurred in carrying out their duties as a governor of the school. The Governing Body of Florence Melly Community Primary School believes that paying governors' allowances is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. All payments made under this policy will be subject to appropriate financial scrutiny and audit. The Governing Body will ensure that claims are transparent, justifiable and in line with public accountability expectations. The specific items allowable reflect this objective.

All Governors of Florence Melly Community Primary School are entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Florence Melly Community Primary School. Reimbursable expenditure must be approved in advance by the Chair of Governors and Headteacher, or by the Vice Chair and Headteacher where the Chair of Governors is making the claim. All approved expenditure will be reported through the school's financial monitoring arrangements.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or child minding allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at the Liverpool City Council (LCC) approved rate;
- Travel and subsistence costs (which do not exceed LCCs approved rates) associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

All claims must represent value for money and must be reasonable and proportionate to the activity undertaken. Claims will be paid from the school's delegated budget and must remain within available financial resources.

It is acknowledged that:

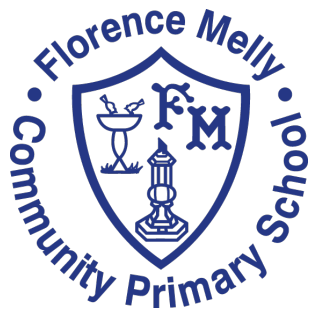
- Governors may not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. Governors must not approve their own claims and must adhere to the school's register of interests and conflict of interest procedures at all times. Any potential conflict must be declared prior to approval being sought. Claims submitted by the Chair of Governors must be authorised by the Vice Chair of Governors and Headteacher.

Day-to-day administration of governor allowance claims will be overseen by the School Business Manager in conjunction with the Headteacher and/or Chair of Governors. All claims must be verified as appropriate, supported by receipts where possible, and checked against the school's financial procedures prior to payment. The school will maintain a record of all Governor allowance claims and reimbursements in accordance with its financial regulations, records retention schedule and audit requirements. These records will be available for inspection by authorised auditors and regulatory bodies where required.

The Governing Body retains overall responsibility for oversight of expenditure and will receive an annual report summarising Governor allowance expenditure, including the total value of claims paid, the categories of expenditure claimed and confirmation that payments have been made in accordance with this policy.

This policy will be reviewed annually by the Governing Body to ensure continued compliance with statutory requirements and best practice guidance.



Florence Melly Community Primary School

Governor Allowances and Expenses Claims Form

School:	Name of Governor:
Address:	Date:
Post Code:	Claim Period:

I claim the total sum of: £ for Governor expenses as detailed below.

I have attached the relevant receipts to support my claim.

Signed:

	£
Childcare/babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for Governors with special needs	
Support for Governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form is subject to scrutiny by Internal Audit.

This form should be submitted within two weeks of the date when the allowances were incurred. Claims submitted outside of this timeframe may not be reimbursed unless exceptional circumstances apply and approval is granted.