



GOVERNOR ALLOWANCES POLICY

2026 - 2027



GOVERNOR ALLOWANCES POLICY

Mission Statement

Our school aims to be a community which reflects real Gospel values of love and forgiveness.

A community in which each individual, child or adult can work and develop in an atmosphere of mutual respect and understanding;

so as to broaden their appreciation of the world, its cultures and its people.

Study - Sanctity – Service



School Motto

Only My Best Will Do. Be Kind To One Another. Amen.



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RESPONSIBLE BODY	St Sebastian's Governing Body
RESPONSIBLE PERSON	Mrs J McCormick (Headteacher)
OPERATIONAL LEAD	Mrs J McCormick
SHARED WITH GOVERNORS	Autumn 1 Governors Meeting (01.10.2026)
NEXT REVIEW	September 2027 <i>or sooner following changes to statutory guidance, identified concerns or a significant incident</i>



GOVERNOR ALLOWANCES POLICY

1. Policy Statement

This policy applies to the Governing Body of St Sebastian's Catholic Primary School & Nursery and St Sebastian's Daycare, collectively referred to throughout this policy as "St Sebastian's".

At St Sebastian's, our governors give their time, skills and experience voluntarily in service of our children, families and wider community.

Rooted in our Catholic ethos, we recognise the importance of ensuring that governance is inclusive and accessible. No individual should be prevented or discouraged from becoming or serving as a governor because of reasonable costs incurred in carrying out their governance duties.

The Governing Body has therefore agreed that governors may claim reimbursement for reasonable and necessary expenses incurred while undertaking approved governance duties on behalf of St Sebastian's.

This policy provides a clear and consistent framework for the reimbursement of such expenses, ensuring that claims are managed fairly, transparently and responsibly, with due regard to value for money and the appropriate stewardship of St Sebastian's resources.

Governors undertake their role on a voluntary basis and do not receive payment for carrying out their governance responsibilities. This policy relates solely to the reimbursement of legitimate expenses necessarily incurred in carrying out governor duties.

2. Aims

The aims of this policy are to:

- ensure that financial considerations do not create a barrier to becoming or serving as a governor at St Sebastian's;
- enable governors to carry out their duties effectively without being personally disadvantaged as a result of reasonable costs necessarily incurred;
- provide a fair, consistent and transparent approach to the reimbursement of governor expenses;
- support equality of opportunity and accessibility within the Governing Body;
- ensure that all claims are reasonable, appropriately evidenced and properly authorised;
- ensure that expenditure represents value for money and the responsible use of St Sebastian's resources; and
- provide clear procedures for governors to follow when seeking reimbursement.

The Governing Body is committed to ensuring that the application of this policy supports effective and inclusive governance across St Sebastian's Catholic Primary School & Nursery and St Sebastian's Daycare.



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3. Legal & Regulatory Framework

This policy has been developed with regard to the relevant legislation and guidance governing allowances and expenses for governors of maintained schools, including the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The Governing Body may reimburse governors for reasonable expenditure necessarily incurred in carrying out their duties, provided that payments are made in accordance with an agreed policy.

In accordance with the regulations, governors may not receive an attendance allowance or payment for loss of earnings in connection with their role as a governor.

All payments made under this policy will be subject to St Sebastian's established financial procedures and controls and must represent an appropriate and responsible use of public funds.

The Governing Body will ensure that this policy is reviewed and updated where necessary to reflect any changes to relevant legislation, statutory guidance or governance arrangements.

4. Scope

This policy applies to all members of the Governing Body when undertaking authorised governance activities relating to St Sebastian's Catholic Primary School & Nursery and St Sebastian's Daycare.

Governors may claim reimbursement for reasonable and necessary expenditure incurred in carrying out their governance duties. This may include costs associated with:

- attending Full Governing Body meetings;
- attending approved governor training, development or briefing sessions;
- undertaking agreed governor visits, monitoring activities or link governor responsibilities;
- attending governor panels or other formally constituted meetings;
- representing St Sebastian's at approved meetings, events or activities;
- attending meetings with the Archdiocese of Liverpool, Liverpool City Council or other relevant organisations as part of their governance responsibilities; and
- undertaking any other governance activity authorised by the Governing Body or Chair of Governors.

Expenses may only be claimed where they have been necessarily incurred in connection with the governor's role and meet the requirements set out within this policy.

Reimbursement relates to actual expenditure incurred and does not constitute payment, remuneration or an attendance allowance for carrying out the role of governor.



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5. Principles of Reimbursement

The Governing Body is committed to ensuring that governor expenses are reimbursed fairly and consistently, while ensuring the responsible use of St Sebastian's resources.

All expenditure claimed under this policy must be:

- **NECESSARY** – the expense must have been reasonably required for the governor to carry out their governance duties;
- **REASONABLE** – the amount claimed must be proportionate to the activity undertaken;
- **VALUE FOR MONEY** – governors should select the most economical reasonable option available;
- **EVIDENCED** – claims should be supported by receipts or other appropriate evidence of expenditure wherever applicable; and
- **PROPERLY AUTHORISED** – claims must be approved in accordance with this policy and St Sebastian's financial procedures.

Where reasonably practicable, expenses should be agreed in advance with the Chair of Governors, particularly where expenditure is unusual or significant. Where the Chair of Governors will incur the expense, prior agreement should be sought from the Vice-Chair of Governors.

Governors must not approve or authorise their own claims.

Claims will normally be reimbursed in arrears and will be limited to the actual reasonable expenditure incurred.

The reimbursement of expenses should never result in a governor making a financial gain from carrying out their role.

6. Expenses That May Be Claimed

Subject to the principles set out within this policy, governors may claim reimbursement for the following reasonable and necessary expenses where they are incurred in carrying out approved governance duties.

6.1 Travel & Mileage

Governors may claim reasonable travel costs necessarily incurred in carrying out their governance duties.

Where a governor uses their own vehicle, mileage may be reimbursed at no more than the current HM Revenue & Customs (HMRC) approved mileage rates.

Where public transport is used, reasonable travel costs may be reimbursed. Governors should use the most economical and practical form of transport available.

Necessary parking charges may also be claimed where appropriate and supported by evidence.



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6.2 Childcare

Reasonable childcare costs may be reimbursed where additional childcare is necessary to enable a governor to undertake an approved governance activity.

Claims should relate to actual childcare costs incurred and should be supported by appropriate evidence.

6.3 Care of Dependants

Reasonable costs associated with arranging additional care for an elderly, disabled or otherwise dependent relative may be reimbursed where this is necessary to enable a governor to carry out their governance duties.

6.4 Accessibility, Disability & Communication Support

Reasonable additional costs may be reimbursed where they are necessary to enable a governor with a disability, accessibility requirement, additional need or communication need to participate fully in governance.

This may include, where appropriate, additional travel arrangements, communication support, interpretation or other reasonable support required to undertake governor duties.

6.5 Subsistence

Reasonable subsistence costs may be reimbursed where a governor is required to be away from home for an extended period in connection with an approved governance activity and where meals or refreshments are not otherwise provided.

Any claim must be reasonable and proportionate to the circumstances.

6.6 Telephone, Postage, Printing & Stationery

Governors may claim reasonable additional costs for telephone calls, postage, printing, photocopying or stationery where these are necessarily incurred solely in connection with their governance duties.

Where possible, governors should make use of facilities and resources provided by St Sebastian's to avoid unnecessary personal expenditure.

6.7 Other Reasonable Expenses

Other reasonable and necessary expenditure may be reimbursed where it has been incurred directly in connection with an approved governance duty and is consistent with the principles of this policy.

Any unusual or significant expenditure should be agreed in advance with the Chair of Governors, or with the Vice-Chair where the expenditure relates to the Chair.



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7. Expenses That Cannot Be Claimed

Governor allowances are intended solely to reimburse reasonable and necessary expenditure incurred in carrying out approved governance duties. They must not provide any form of payment or financial benefit for undertaking the role.

Governors may not claim for:

- an attendance allowance or payment for attending Governing Body meetings or other governance activities;
- loss of earnings or payment for time spent carrying out governor duties;
- costs that are not directly related to an approved governance activity;
- personal expenditure that would have been incurred regardless of the governor's duties;
- expenditure that is considered excessive, unreasonable or does not represent value for money;
- fines or penalties, including parking or traffic fines;
- alcoholic drinks;
- expenditure for which reimbursement has already been received, or will be received, from another organisation or source; or
- any expenditure that is not permitted under relevant legislation, financial regulations or St Sebastian's financial procedures.

Where there is uncertainty about whether a particular expense may be claimed, governors should seek advice from the Chair of Governors before incurring the expenditure. Where the query relates to the Chair's own expenses, advice should be sought from the Vice-Chair of Governors.

8. Making a Claim

Governors wishing to claim reimbursement for expenses should complete the Governor Expenses Claim Form provided at Appendix 1.

Claims should:

- clearly state the date, nature and purpose of the expenditure;
- identify the governance activity to which the expense relates;
- state the actual amount being claimed;
- be supported by receipts or other appropriate evidence of expenditure wherever applicable; and
- be submitted within three months of the expense being incurred.

Completed claim forms, together with supporting evidence, should be submitted to the Chair of Governors for authorisation.

Where the Chair of Governors is making a claim, the completed form should be submitted to the Vice-Chair of Governors for authorisation.



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Where a receipt or other supporting evidence cannot reasonably be provided, the governor should provide an explanation. The claim will then be considered on an individual basis and reimbursement will not be automatic.

Governors are responsible for ensuring that information provided within a claim is complete and accurate and that the expense has not been, and will not be, claimed from another organisation or source.

Once authorised, claims will be passed for processing in accordance with St Sebastian's financial procedures.

9. Approval & Payment

All claims for governor expenses must be appropriately authorised before reimbursement is made.

Claims will normally be authorised by the Chair of Governors. Where the Chair of Governors is making a claim, it must be authorised by the Vice-Chair of Governors.

In considering a claim, the authorising governor will ensure that:

- the expenditure was reasonably and necessarily incurred in carrying out an approved governance duty;
- the claim is consistent with the requirements of this policy;
- appropriate receipts or supporting evidence have been provided where required;
- the expenditure is reasonable and represents value for money; and
- the claim has been submitted within the required timescale.

Where a claim appears excessive, unusual, inconsistent with this policy or insufficiently evidenced, further information may be requested before reimbursement is authorised.

The Governing Body reserves the right to decline all or part of a claim where the expenditure does not meet the requirements of this policy.

Once authorised, claims will be processed through St Sebastian's established financial procedures and reimbursement will normally be made in arrears.

All payments and supporting documentation will be appropriately recorded and retained in accordance with St Sebastian's financial and record-retention procedures.

No governor may authorise or approve their own expense claim.



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10. Confidentiality & Data Protection

Personal information provided as part of a governor expense claim will be handled confidentially and securely and in accordance with St Sebastian's data protection policies and procedures.

Only information that is necessary for the assessment, authorisation, processing and audit of a claim will be requested and retained.

Where a claim includes information relating to a governor's personal circumstances, such as a disability, accessibility need or caring responsibility, this information will be treated sensitively and access will be limited to those who require it for the purposes of processing or authorising the claim.

Expense claim forms, receipts and associated records will be retained securely in accordance with St Sebastian's records retention arrangements and applicable data protection requirements.

11. Monitoring & Accountability

The Governing Body is responsible for ensuring that this policy is applied fairly, consistently and transparently and that expenditure represents an appropriate and responsible use of St Sebastian's resources.

All governor expense claims and payments will be recorded and processed in accordance with St Sebastian's established financial procedures and controls and will be available for appropriate financial scrutiny and audit.

The Governing Body will monitor the operation of this policy to ensure that:

- claims are being made and authorised in accordance with the policy;
- expenditure remains reasonable and represents value for money;
- appropriate financial controls are maintained;
- the arrangements do not create unnecessary barriers to participation in governance; and
- any concerns, inconsistencies or emerging issues are appropriately addressed.

Any concerns regarding the application of this policy or the reimbursement of governor expenses should normally be raised with the Chair of Governors. Where the concern relates to the Chair, it should be raised with the Vice-Chair of Governors.

The Governing Body may review its arrangements at any time where changes are required to strengthen financial control, accessibility or the effective operation of the policy.



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12. Policy Review

This policy will be reviewed annually by the Governing Body, or sooner where necessary to reflect:

- changes to relevant legislation or statutory guidance;
- changes to St Sebastian's governance arrangements;
- changes to financial regulations or procedures;
- recommendations arising from financial scrutiny or audit; or
- any other circumstances that require the policy to be updated.

As part of the review, the Governing Body will consider whether the arrangements continue to provide a fair, accessible and proportionate approach to reimbursing governors for reasonable expenses while ensuring the responsible use of St Sebastian's resources.

Any amendments to this policy must be approved by the Governing Body.

**GOVERNOR ALLOWANCES POLICY****13. Appendix 1 – Governor Expenses Claim Form****ST SEBASTIAN'S CATHOLIC PRIMARY SCHOOL & NURSERY | ST SEBASTIAN'S DAYCARE**

This form should be used to claim reimbursement for reasonable and necessary expenses incurred while carrying out approved governor duties, in accordance with the Governor Allowances and Expenses Policy.

GOVERNOR NAME	
GOVERNOR ROLE CATEGORY	
CLAIM PERIOD	

EXPENSES CLAIMED				
DATE	GOVERNANCE ACTIVITY PURPOSE	TYPE OF EXPENSE	DETAILS	AMOUNT
TOTAL CLAIMED				£

Expense types may include: travel/mileage, parking, childcare, dependant care, accessibility/communication support, subsistence, postage/printing/stationery or other approved expenditure.

MILAGE CLAIMS				
DATE	JOURNEY PURPOSE	MILES TRAVELLED	APPLICABLE RATE	AMOUNT
TOTAL MILAGE				£

Mileage will be reimbursed at no more than the current HMRC-approved mileage rate



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SUPPORTING EVIDENCE

PLEASE CONFIRM	✓
I have attached receipts or other appropriate supporting evidence for the expenses claimed.	
A receipt or supporting evidence is unavailable for one or more items and I have provided an explanation below.	
EXPLANATION, WHERE REQUIRED:	

GOVERNOR DECLARATION

I CONFIRM THAT:	✓
the expenses detailed above were necessarily and reasonably incurred while carrying out my duties as a governor of St Sebastian's Catholic Primary School & Nursery and St Sebastian's Daycare;	
the information provided within this claim is complete and accurate;	
the expenses have not been, and will not be, claimed from another organisation or source;	
the amounts claimed represent the actual expenditure incurred; and	
this claim has been made in accordance with the Governor Allowances and Expenses Policy.	
GOVERNOR SIGNATURE	
DATE	



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AUTHORISATION	
I confirm that I have reviewed this claim and that the expenditure is reasonable, appropriately evidenced and eligible for reimbursement in accordance with the Governor Allowances and Expenses Policy.	
AMOUNT CLAIMED (£)	
AMOUNT AUTHORISED (£)	
AUTHORISED BY	
ROLE	
SIGNATURE	
DATE	
FOR FINANCE USE	
DATE RECEIVED	
DATE PROCESSED	
PAYMENT REFERENCE	
PROCESSED BY	

SUBMISSION: Completed claim forms and supporting evidence should be submitted to the Chair of Governors within three months of the expenditure being incurred. Claims made by the Chair of Governors should be submitted to the Vice-Chair of Governors.