



# GOVERNOR EXPENSES POLICY

**2026-27**

|                            |                                |
|----------------------------|--------------------------------|
| <b>Date of Approval</b>    | 6th July 2026                  |
| <b>Date of Review:</b>     | 3 <sup>rd</sup> September 2027 |
| <b>Headteacher:</b>        | Mrs Kayleigh Anstee            |
| <b>Chair of Governors:</b> | Kevin Moyes                    |
| <b>Policy Owner:</b>       | Full Governing Board           |

Signed

**Kevin Moyes – Chair of Governors**



## 1. Purpose and principles

Gateway Primary School is committed to ensuring that no governor or associate member is prevented or discouraged from participating fully in governance because they would otherwise be personally out of pocket. Reimbursement is intended to remove reasonable financial barriers to voluntary public service, not to provide payment for undertaking the governor role.

- Governance is voluntary. Governors and associate members will not receive attendance allowances, payment for their time or reimbursement for loss of earnings.
- The school will reimburse reasonable, necessary and properly evidenced expenditure incurred to enable an eligible person to carry out an authorised governance duty.
- Claims will be handled consistently, promptly and confidentially, with due regard to equality, accessibility, value for money and the proper use of public funds.
- No governor should feel under any expectation either to claim or not to claim legitimate expenses under this policy.

## 2. Legal and good-practice framework

| Status             | Source                                                                                                          | How it applies                                                                                                                                                                                                                                                                        |
|--------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory</b>   | <a href="#"><u>School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 – Part 6</u></a> | Regulation 28 allows a maintained school with a delegated budget to pay governors and associate members allowances for expenditure necessarily incurred in carrying out governance duties. Regulation 30 limits private-vehicle mileage payments to no more than HMRC approved rates. |
| DfE guidance       | <a href="#"><u>Maintained schools: governance guide</u></a>                                                     | Confirms that expenses must be paid under a Governing Board-approved policy or scheme, must relate to expenditure incurred to perform governance duties, must not include loss of earnings, and should be supported by evidence/receipts.                                             |
| National rates     | <a href="#"><u>HMRC approved mileage rates</u></a>                                                              | Provides the maximum mileage rates relevant to private vehicles. Gateway will not reimburse above those limits.                                                                                                                                                                       |
| Local framework    | <a href="#"><u>Oxfordshire County Council Financial Manual</u></a>                                              | Local financial guidance, including travelling and subsistence arrangements and financial-control expectations for maintained schools.                                                                                                                                                |
| Related legal duty | <a href="#"><u>Equality Act 2010 guidance</u></a>                                                               | The school will make reasonable adjustments and will, wherever practicable, arrange accessibility support directly rather than requiring a governor to incur costs personally.                                                                                                        |



### 3. Who and what this policy covers

This policy applies to current governors and associate members appointed by the Governing Board. Expenses may be claimed where they are necessarily incurred in connection with authorised governance activity, including:

- Full Governing Board, committee or panel meetings;
- planned monitoring visits and meetings carried out under the Governor Monitoring Visits Policy and annual monitoring schedule;
- governor induction, approved training and development;
- approved recruitment, appraisal, pay, complaints, disciplinary, exclusion or appeal activity undertaken as a governor;
- representing the Governing Board at an approved external meeting, event or visit; and
- other governance business specifically authorised by the Governing Board, Chair or Vice Chair.

### 4. Expenses that may be reimbursed

#### 4.1 Travel, parking and transport

- Private vehicle mileage will be reimbursed at the applicable Oxfordshire County Council rate used by the school, if this does not exceed the HMRC approved mileage rate in force at the time of travel.
- Public transport will normally be reimbursed at the actual cost of the most reasonable standard/economy fare.
- Necessary parking charges and unavoidable tolls may be reimbursed at actual cost. Parking fines, penalty charges and motoring offences will not be reimbursed.
- Taxi or private-hire costs may be reimbursed where their use is reasonable and necessary, for example because public transport is unavailable, accessibility needs require it, personal safety would otherwise be compromised, or the overall cost/time is demonstrably proportionate. Except in an emergency, this should be agreed in advance.

#### 4.2 Childcare and dependent-care costs

The actual reasonable cost of care may be reimbursed where a governor would otherwise be unable to undertake an authorised governance duty because they are responsible for a child, elderly person, disabled person or other dependant. Reimbursement will be limited to the amount actually paid and evidenced by a receipt or signed acknowledgement from the person/provider supplying the care.

#### 4.3 Disability, accessibility and communication support

The school will seek to arrange reasonable adjustments and accessibility support directly wherever practicable. Where a governor necessarily incurs an agreed cost in order to participate, the school may reimburse reasonable costs such as sign-language support, interpreting, accessible transport, alternative-format materials or other agreed assistance. Governors are encouraged to discuss adjustments with the Chair or Headteacher in advance so that support can be put in place without requiring personal expenditure.

#### 4.4 Subsistence and accommodation

Reasonable subsistence or accommodation costs may be reimbursed where they are necessarily incurred because of approved governance business away from the school or an unusually long governance commitment. Overnight accommodation and other material costs must be approved in advance. Claims will be limited to reasonable actual expenditure and any applicable Oxfordshire County Council limits.

#### 4.5 Telephone, printing, stationery and other necessary costs

Reasonable actual costs may be reimbursed where a governor cannot reasonably use school-provided facilities. Wherever possible, papers will be provided electronically and printing, postage, stationery, training bookings and



similar costs will be arranged or paid directly by the school. Any unusual or significant cost should be agreed before it is incurred.

## 5. Exclusions

The following will not be reimbursed:

- attendance allowances, honoraria, payment for time or loss of earnings;
- expenses that are not necessary for an authorised governance duty;
- alcohol, fines, penalties, premium or first-class travel where a reasonable lower-cost option was available;
- costs already paid or reimbursed by another organisation or public body;
- costs arising from a governor's private business or personal activity; or
- unreasonable or inadequately evidenced expenditure, except where the nature of the approved claim (for example mileage) does not generate a receipt.

## 6. Claiming and approval

- Governors should submit claims to the School Business Manager using the school's expenses process as soon as reasonably practicable, normally within three months of the expense and in all cases before the relevant financial year is closed.
- Receipts or equivalent evidence must be attached for expenditure other than mileage. Mileage claims must include the date, purpose, journey and distance travelled.
- The School Business Manager will check that claims are complete, arithmetically correct, within this policy and supported by appropriate evidence.
- The Chair of Governors will normally authorise governor expense claims. A claim made by the Chair will be authorised by the Vice Chair. Where the Chair or Vice Chair has another conflict, a non-conflicted governor nominated by the Board will authorise the claim.
- Significant, unusual or avoidable expenditure should be agreed in advance with the Chair/Vice Chair and School Business Manager. Approval in advance confirms that the type of expenditure is acceptable but does not remove the need for evidence of actual cost.
- Where a claim is declined or reduced, the claimant will be told the reason. Any unresolved disagreement will be referred to two non-conflicted governors for review, with advice from the Governance Professional and/or Oxfordshire County Council where appropriate.

## 7. Financial control, transparency and data protection

- The Governing Board will ensure that a reasonable budget provision is available so that legitimate expenses do not become a barrier to participation.
- The Finance Lead Governor will receive proportionate aggregate information on governor expenses as part of financial oversight and will report any material issue to the Full Governing Board. Individual personal circumstances will not be disclosed unnecessarily.
- Expense records will be retained and processed in accordance with the school's financial procedures, record-retention arrangements and data-protection requirements.
- No person will approve their own claim.

## 8. Review and related information

The Full Governing Board will review this policy at least annually and sooner if legislation, DfE guidance, Oxfordshire County Council requirements or school financial procedures materially change.



Related Gateway information: [School policies](#) | [School contact information](#)

Further guidance: [DfE maintained schools governance guide](#) | [2013 governance regulations](#) | [Oxfordshire financial guidance](#) | [HMRC mileage rates](#)

