Federation of St James the Great and St John's Catholic Primary Schools

Governors' Expenses Policy

Aims
The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.

By adopting this policy, the Federation will ensure that no member of the community is prevented from becoming a governor on the grounds of cost or reasons of expense.

Legislation and guidance
The Governance Handbook (section 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

General Points

1. Approved expenses will be paid on request to all categories of governor.

2. All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be VAT receipts where applicable, must support claims for reimbursement.

3. Expenses for attending meetings will apply to meetings of the full Governing Body, statutory and non-statutory committee meetings, and to any school event, at which governors are expected to be present.

Categories of Expenditure:

Child Care and Dependent Relatives

Up to (London Living Wage Rate) per hour will be paid to governors with child care responsibilities and those who require care for an elderly or dependent relative for whom they have care responsibilities.

Travel and Subsistence

The school will pay travel and subsistence expenses in line with the current regulations and rates for local authority members. Travel expenses will be paid for travel to and from

- Governing Body meetings
- Statutory and non-statutory committee meetings
- Courses arranged by the London Borough of Southwark
- Meetings held on behalf of the Governing Body not at the school.

Taxi or minicab fares will be paid on request for meetings that finish after dark. Reimbursement of travel expenses to and from courses arranged by providers other than London Borough of Southwark will require the prior approval of the Governing Body.

Telephone Calls

The school, on production of an itemised telephone bill, will reimburse the cost of necessary telephone calls made by governors on Governing Body business. Governors will be expected to use the school phone if possible.

Postage / Stationery

The school will supply stationery and stamps for governors who undertake necessary correspondence on behalf of the Governing Body.

Photocopying/Printing

Governors are expected to use the school's photocopier for reproducing necessary papers for the Governing Body. Governors may claim the cost of copying at a Copy Shop in exceptional cases; the Governing Body must approve this.

Special Needs

The Governing Body will consider making special help or equipment available to enable individuals with special needs, or whose first language is not English, to become or remain governors.

Funding

All expenses will be paid from the school's public account, and will be accounted for in the school's accounting system. All records will be kept safely and available for audit.

Reimbursement

All receipts and other paperwork are to be given to the Head Teacher, who will arrange for reimbursement through the school's usual procedures.

Monitoring arrangements

This policy will be reviewed annually by Finance and Resources Committee. Any amendments will be presented at a meeting of the full governing board.

The Governing Body will review this policy yearly.

Date: January 2026 (cross-referenced with a model policy from The Key)