



Hindhayes
INFANT SCHOOL

Hindhayes Infant School
Governor Expenses Policy
February 2026

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____

Signed: _____

Role: _____

Policy rationale:

Aims

The governance board 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, we will ensure that no member of the community is prevented from becoming a governor/trustee on the grounds of cost.

Legislation and guidance

For maintained schools only:

The [Governance Handbook](#) (page 48 `4.7.1 `Other types of payments') allows boards in maintained schools with a delegated budget to 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](#).

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties. Claims will be treated confidentially. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governance board may claim allowances by completing a claim form (see appendix 1) and submitting it to *the* Business Manager, Hindhayes School Street, Leigh Road, Street. Somerset BA16 0HB. The Business Manager will check the claim for reasonableness and either the Chair or Vice Chair will approve for payment.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt. Members of the governance board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs will be agreed in principle by the full Governance *Board* **before** they are incurred.

Monitoring arrangements - This policy will be reviewed every 2 years by the governing board.