

Richard Cloudesley School

Governors' Allowances

Approved by L&R Committee: 10.03.2025

Date for review: February 2028

Context

In line with guidance from the Department for Education, Richard Cloudesley School believes that it is good practice to pay allowances so that governors are not out of pocket. Governors are therefore able to claim legitimate expenses.

- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances will be made on provision of a receipt. The amount to be paid will be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowance i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies and to associate members.
- Governor allowances will be paid from the school's delegated budget.

Examples of eligible expenses necessarily incurred are:

- Child care or babysitting expenses;
- Care arrangements for an elderly or dependant relative;
- Telephone charges, photocopying, stationery etc;
- Travel and subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought).