Leesland C of E Federation



Governor Allowances Policy

"Two Schools, One Vision"

Approval By:	Resources Committee
Review Frequency:	Annually
Last Reviewed:	Summer 2026
Next Review Due:	Summer 2027

Review Approved (signature): EXECUTIVE HEADTEACHER

CHAIR OF GOVERNORS

Date Approved: 5th May 2026

*Through our core Christian values, we aim to create an environment in which everybody feels **loved** enough to aspire to greatness, **respected** enough to build a community locally and globally, and **gracious** enough to include everyone on our journey to achieve a bright future for everyone.*

Governors' Allowances Policy

Purpose:

Leesland Federation is committed to ensuring that a wide range of viewpoints are represented on the Governing Body. All members of the Governing Body are of equal value and each has a valuable and worthwhile contribution to make to the life of the Federation. Nobody should be precluded from undertaking the role of Governor due to excessive costs. The Governors' Allowance Policy supports this commitment.

Policy and Objectives:

a. Governors are entitled to claim reasonable expenses (as determined by the Chair of Governors) for carrying out their role of Governor.
b. Governor's expenses will be paid from the school budget
c. Governors should mitigate or minimise their expenses where possible (eg car sharing)

Allowable expenses:

Governors may claim the true cost of expenses against receipts for the following when solely travelling/attending on Governing Body business:

- Childcare costs to attend meetings when no other arrangements are possible.
- Costs of care for elderly or dependant relatives where no other arrangements are possible.
- Travel costs at the cheapest available rate.
- Mileage at the prevailing Local Authority rate for casual users.
- Postage, stationery and printing.

Governors may not be paid an attendance allowance nor may they claim for any loss of earnings.

Claims:

Claims shall be made on the standard Hampshire forms (obtainable from the office). Once completed, these should be sent, with the appropriate receipts, to the Chair of Governors for authorisation.
Claims submitted by the Chair of Governors may be authorised by the Vice Chair of Governors.

Once authorised, claims will be passed to the Finance Officer for payment.

Governors are reminded that all expenses are subject to audit.

Review:

The policy will be reviewed annually by the Governing Body