



Policy status	Statutory
Adopted	8 th December 2025
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Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our students by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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Version	Date	Author	Description of change
October 2023	09.10.23	WH	Reviewed and updated
December 2025	08.12.25	WH	Reviewed and updated (shown in italics) Section 1: Aims Section 2: Legislation and guidance Section 3: Overview Section 4: Monitoring arrangements

1. Aims

*The governing board recognises that reimbursing legitimate expenses **supports equality of opportunity** and removes financial barriers to governance. This ensures all members of our community can serve as governors regardless of income, caring responsibilities, disability, or other personal circumstances. The governing board is committed to an inclusive approach which reflects the expectations set out in the DfE's Governance Guide.*

This policy sets out the terms on which such allowances will be paid.

2. Legislation and guidance

The [Governance Guide for maintained schools](#) states that boards in maintained schools with a delegated budget may choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with an adopted policy or scheme.

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

By adopting this policy, the governing board ensures fair access to governance, in line with the Governance Guide's emphasis on removing barriers and supporting inclusive participation.

3. Overview

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the **School Business Manager** via the school office or the school's finance email address. All claims must be accompanied by receipts or appropriate evidence.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

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 governing 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.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis.

*Reimbursable costs should be agreed in principle with the **Chair of Governors** (or the Vice-Chair where appropriate) **before they are incurred**, to ensure transparency and appropriate use of public funds.*

The Chair of Governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every 2 years, or sooner if statutory guidance changes, by the Headteacher. Any amendments will be presented at a meeting of the full governing board for approval.

5. Appendix 1: Governors' expenses claim form



Governors' expenses claim form

Name: _____

Address: _____

Claim period: _____

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the School Business Manager along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

6. Appendix B: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p