

# Sheringham Woodfields School

Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND



ANNETTE MACONCHIE

Head Teacher

Telephone: 01263 820 520

Fax: 01263 820 521

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

STEVE THURLOW

Chair of Governors

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## PAYMENT OF GOVERNORS' ALLOWANCES POLICY

Approved by SMT: 24<sup>th</sup> September 2025

Approved by Governors: Autumn 2025

Next Review date: Autumn 2027

Person(s) responsible for review: SBM

### Purpose

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

The Education (Governors Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on 1<sup>st</sup> April 1999 it was agreed that claims could be made for the following expense types. The amount/figure assigned to some categories was updated in Autumn 2023. The following expenses and associated rates that could be claimed are as follows:

- Childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £10.18 per hour.
- Care arrangements for a dependent (as above) set at current minimum wage
- Support for governors with special educational needs (e.g. audio equipment).
- Support for governors whose first language is not English (translations).
- Telephone charges, photocopying, stationery, etc.
  - Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
  - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.
- Mileage at the standard Norfolk County Council rate
  - Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HMRC (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile).
  - The nature of the visit must be related to the work of the governing board, e.g. governors' meetings, training courses, etc.
  - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
  - The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

Claims should be submitted to the clerk to the governors who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the Headteacher. Claims must be completed on the attached claim form (Appendix A).

#### Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy with reference to the attendance records of governors at meetings and to the total sum paid out.

#### Notes

To date only mileage has been requested in terms of expenses.

Printing can be undertaken by the school to support Governors in their role.

Should the level of expense claims increase this policy will be reviewed before its scheduled review date.

### Appendix A - Governors' Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

#### Section one

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
Total claim:		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

Signature of governor:		Date:
Signature of Head Teacher:		Date:
Reimbursed by (name):		Date:

#### Section two

Duty of service, e.g. childcare:	
Name:	
Amount received (£):	
Signature:	
Date:	