



LONGHILL

HIGH SCHOOL

Governor Expenses Policy

Lead Author	Sean Burke, Chair of Governors
Policy Source	Aligned with The Key Model Policy
Ratified Date	12 May 2026
Review Cycle	Three Years
Next Review Date	May 2029
Changes	Minor

Governor Expenses Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenditure incurred in carrying out their duties.

Longhill High School's Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community to serve as Governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Longhill High School will be entitled to claim the actual costs incurred for the following in the course of duties as a governor:

- Childcare or babysitting allowances
- Cost of care arrangements for an elderly or dependent relative
- Extra costs reasonably incurred because they:
 - Have a medical need or disability
 - Speak English as an additional language (and may need, for example, an interpreter or translated documentation)
- Travel and subsistence costs, payable at the current rates for attending all governor/school functions and training events unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Expenses claimed must be reasonable. Travel other than within the Brighton and Hove City area must be approved in advance.

The Governing Body at Longhill High School acknowledges that:

- Governors should not be paid attendance allowance;
- Governors should not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, should complete a claims form (obtainable from the School), attaching receipts where necessary, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the School Business Manager (to confirm there is budget available) and the Chair of Governors or Chair of Personnel & Finance.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Personnel & Finance or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every three years. Any amendments will be presented at a meeting of the full governing board.