



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Governor and Associate Members Allowances Policy

**Approved by Full Governing Board: February 2026
Next Review February 2028**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

These regulations give Governing Boards the discretion to pay allowances from the school's (Federation's) annual budget allocation to Governors for certain allowances which they incur in carrying out their duties.

The Governing Board for the Federation of Westminster Special Schools and Bi-Borough Inclusion Service believes that paying Governor/Associate Member allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors/Associate Members for all members of the community and so is an appropriate use of school (Federation) funds.

As a Federation of Special Schools, we recognise the need to ensure that all Governors, including those with disabilities or additional needs can fully participate in governance without financial disadvantage.

The specific items allowable reflect these objectives.

All Governors and Associate Members of The Federation will be entitled to claim the actual costs which they incur as follows:

- Governors/associate members will be able to claim allowances providing the costs are incurred in carrying out their duties as a Governor/Associate Member or representative of The Federation and are agreed by the Chair of Governors who deems a claim justified before any reimbursable costs are incurred.
- Governors/Associate Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governors.
- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for an elderly or dependent relative. (excluding payments to a current or former spouse or partner)
- The extra costs they incur in performing their duties either because they have special needs or a disability.
- The cost of travel relating only to travel to meetings/training courses at a rate per mile which does not exceed the specified rates for Federation personnel and does not exceed HMRC approved mileage rates.
- Reasonable parking costs for meetings/training courses.

- Reasonable IT costs may include data charges, assistive technology or loan of Federation equipment as approved in advance. .
- Costs of attending training as required by the Governing Board.

The Governing Board of The Federation acknowledges that:

- Governors/Associate Members may not be paid attendance allowance.
- Governors/Associate Members may not be reimbursed for loss of earnings.

Governors/Associate Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form obtainable from the Chair of Governors. Attach all receipts inclusive of VAT, and return within two weeks of the date when the costs were incurred.

Monitoring

The Chair of Governors will review and sign off all claims, which will be subject to audit in line with Federation procedures.

GOVERNORS' ALLOWANCES CLAIM FORM

Please complete all sections below and submit to the Chair of Governors. All claims must comply with the Governors' Allowances Policy as agreed by the Governing Board.

Name	
Address	
Tel No:	

Description of Claim	Invoice attached Y/N	Date of expense	Amount claimed £
Total			£

I confirm the above expenses were incurred by me solely in carrying out my duties as a governor of The Federation and am due for re-imbusement as defined by the Governors' Allowances Policy of February 2026

Signed

Date

Claim approved	signature: Chair of Governors
Cheque received	Claimant's signature
Date paid:	

Forms to be submitted for payment to Chair of Governors

