



Achieve Excellence

Exceed Expectations

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Governors Allowance Policy

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Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Mrs. Debbie Dickinson (01352 711366).



Governors Allowance Policy

Introduction:

The Governor Allowances (Wales) Regulations 2005 allow for payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee) is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors.

Governors cannot be paid attendance allowances or for any loss of earnings.

Any claim for legitimate expenses incurred is at the discretion of individual governors. Allowance for which claims may be made comprise the following:

1. Child care or baby-sitting expenses.

Where a governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body, claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

2. Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to that of childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

3. Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support. The claimant must demonstrate that they have taken all reasonable steps to minimise costs.

4. Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in the same circumstances of a governor with special needs.

5. Telephone charges, photocopying costs and stationery

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

6. Travel and subsistence

Mileage may be claimed where the distance between the governors' home and the school exceeds 3 miles. The use of public transport (where available) is encouraged and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where public transport is not available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the current staff rate. Payment of expenses must not be claimed (and will not be reimbursed from school funds) where these have been or are already met by the LA or other body.

7. Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim at the end of each term in arrears, and prior to the end of the financial year in question.

Claims should be made to the clerk and authorised by the Chair of Governors.