



YSGOL RHOSNESNI

GOVERNORS' EXPENSES POLICY

V2. March 2021

GOVERNORS' EXPENSES

Introduction

Governing Bodies can choose whether or not to pay allowances to governors and associate members. It still means that only out of pocket expenses can be reimbursed: payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Body decides to make such payments, a suitable budget should be set aside.

Eligible expenses may now include

- child care or babysitting expenses
- care arrangements for an elderly or dependent relative
- support for governors with special needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery etc.
- travel and subsistence

Policy

The Governing Body should first decide whether, as a matter of policy, they wish to pay allowances. This decision should be made at a Governing Body meeting and minuted.

Where the Governing Body decides to pay expenses, they must define what will qualify for payment and this should be included in the policy. The policy must treat all categories of governor equally and should also cover non-governors who are members of committees. Any allowances for travel and subsistence cannot exceed the rates specified by the Secretary of State for the Environment, Transport and the Regions in respect of elected members of local authorities.

The policy given below is a model which the Governing Body should adapt if needed and adopt. It should be read in conjunction with the guidance notes.

Payment

Any claim for expenses must be processed correctly and records kept. Details about how claims should be dealt with are given in the policy. Governors' allowances will be subject to audit

Review

This policy should be reviewed annually and in light of any changes in legislation.

The Governors at Ysgol Rhosnesni have discussed the above and on 16th July 2018 have decided that as a matter of Policy that they do wish to pay allowances.

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

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.

Who is eligible?

- 1) Any governor attending a meeting of the Full Governing Body, its Committees or Working Parties.
- 2) Any governor attending training at the request of the Governing Body.
- 3) Any governor attending a specific meeting at the request of the Governing Body.
- 4) Co-opted members of a Working Party whose expenses arise in fulfilment of those duties.

Allowances and expenses necessarily incurred for which a claim may be made comprise of the following:

1. Child care or babysitting 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 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, as the case may be.

4. Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to 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 no public transport is 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. Payments of expenses where these have been, or are already met by the LA or other body will not be reimbursed from school funds.

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.

How to claim

Claims must be made in writing with supporting evidence to the Clerk of the governors. Note that travel and subsistence can be claimed but the rate paid cannot exceed that specified by the Welsh Government.

The Clerk will require the signed authority from the Chair of Governors