

GWASANAETH YSGOLION /
SCHOOLS SERVICE

MODEL POLICY ON
PAYING GOVERNORS' EXPENSES

Version 2
September 2017

This model policy is intended to be used as a template only. Governing Bodies should therefore not adopt this document without first applying their own specific circumstances and requirements.

MODEL POLICY ON PAYING GOVERNORS' EXPENSES

It is recommended that each Governing Body should consider if they wish to establish a policy for the payment of Governors' expenses.

Governors give their time generously for the benefit of their school. If the Governing Body formally agrees that expenses can be claimed it is recommended that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. *Governing Bodies can choose whether or not to pay allowances to governors, the costs of which have to be met from the school's delegated budget.*

This model policy has been developed in accordance with The Governor Allowance (Wales) Regulations 2005. The Regulations make provision to pay allowances from the school's delegated budget to Governors for certain expenses which they incur in carrying out their duties. The Regulations are not specific but leave it up to the individual governing body to decide what should be eligible. The model policy may be adopted in full or amended as necessary by individual Governing Bodies.

_____ **School Governing Body**

The Governing Body believes that paying governors' expenses in certain categories is important in ensuring equality of opportunity to serve as governors for all members of the school's community and so is an appropriate use of school funds:

As from _____ *(insert date)*, all Governors of _____ School will be entitled to claim the actual costs which they incur in attending meetings and training, namely:

- Childcare or babysitting expenses *(excluding payments to a current/former spouse or partner/older siblings)*
- Care arrangements for an elderly or dependent relative *(excluding payments to a current/former spouse or partner)*
- The cost of travel from home or place of work (as appropriate) by the least expensive means *(travel by private car will be reimbursed at the maximum HM Revenue & Custom (HMRC) approved mileage allowance which does not incur tax, currently 45p per mile)*

Governors will also be able to claim for the following, subject to the necessary proof of purchase, on a case-by-case basis and with the prior approval of the Headteacher and Chair of Governors:

- Support for governors with special needs (*the extra costs incurred*)
- Support for governors whose first language is not English / Welsh (as appropriate) (*the extra costs incurred*)
- Travel and subsistence costs associated with attending training events and other meetings undertaken in the course of their duties, unless these costs can be claimed from another source e.g. the local authority
- Clerical expenses (postage, stationery, photocopying, telephone calls, etc.)

The following expenditure **cannot** be claimed:

- Attendance allowances
- Loss of earnings

Levels of Reimbursement

- Public transport – reimbursement of fare on production of ticket
- Car – in line with the latest HMRC Approved Mileage Allowance
- Taxi – reimbursement of fare upon production of receipt. NOTE A taxi should only be considered if the same journey could not be made by public transport or to ensure the safety of a governor
- Child care or dependent relative care – subject to a maximum per family per session and on production of a receipt (or signed pro forma) to prove that expenditure has taken place (*Insert maximum - £20 is suggested*)
- Clerical expenses – as required, but subject to proof of purchase e.g. till receipt (*Insert - The school photocopier can be used for Governing Body business; further assistance with office services can be sought from the school office, subject to other demands on staff time*)

Claiming

Governors can only claim incurred cost i.e. the cost must have been incurred before it can be reimbursed.

In order to provide a clear audit trail, Governors wishing to make a claim should complete an expenses claim form within two weeks of the date when the expenses were incurred, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has been incurred (receipt or signature of babysitter / carer). Expenses claim forms should be passed to the Clerk of Governors for forwarding to the Authority.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear to be excessive or inconsistent.

Payment

All payments for governors' expenses will be processed through the Council's expenses system and will normally be made within a month of the claim being submitted.

Reporting Arrangements

The Governing Body will agree a budget at the beginning of the year and the Clerk to the Governors will be responsible for keeping a record of expenditure.

The total amount of governors' expenses paid during the year will be recorded in the Annual Report to Parents.

Governor expenses will be met from the school's delegated budget.

Review Arrangements

This policy will be reviewed annually by the full Governing Body and amended as appropriate.

All existing governors (and new governors at their first meeting) will be given a copy of this policy. Governors should decide for themselves whether or not to claim and should feel able to do so without embarrassment.

Signed:

Date: