



Governors' Allowances Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

YSGOL DYFFRYN CONWY

GOVERNORS' ALLOWANCE (SCHEME FOR PAYING)

The document will be reviewed if amendments are made to the Regulations.

This policy statement has been developed in accordance with the Education, Wales (Governors' Allowances) Regulations 2005. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain duties which they incur in carrying out their duties. This Governing Body believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

1. Governors may claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid attendance allowance.
4. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

5. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:
 - Childcare or babysitting expenses, (excluding payments to a current/former spouse or partner)
 - Care arrangements for an elderly or dependent relative excluding payments to a current/former spouse or partner)
 - The cost of travel relating only to travel to meetings/training courses at the Conwy Borough Council rates current at the time of travel
 - Travel and subsistence costs, payable to the Conwy Borough Council rates current at time costs were incurred associated with attending national meetings or training events, unless these costs can be claimed from the LA or any source
 - Telephone charges, photocopying, stationery, postage etc.

Allowance Rates

6. Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred.

In accordance with the Conwy Borough Council rates current at the time of travel and may not exceed such rates as may be specified from time to time by the National Assembly for Wales in regulations under section 100 of the Local Government Act 2000. The Conwy Borough Council rate is 45p per mile.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £5.00 per journey.

If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

7. All claims must be submitted to the headteacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
9. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

10. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk), attaching receipts, and return it within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair of Governors.
11. The school's normal systems for authorizing and processing payments for travel will apply to claims made under this scheme.

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

YSGOL DYFFRYN CONWY

Governor Expenses Claim Form

Name: _____

Address: _____

Date: _____

Date of Claim: _____

I have attached relevant receipts to support my claim. Claims for travel will require the completion of the standard Conwy Borough Council claim form and petrol receipt. Reimbursement will be at the Conwy Borough Council rate current at the time of travel.

Childcare/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Travel to meetings/courses	
Travel/subsistence to national meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	

Total expenses claimed: £ _____

Signed: _____

Date: _____

Approved by Chair of Governors

Signed: _____

Date: _____