Ysgol Gynradd Maes-y-Deri
Oaklands Primary School



Together Everyone Achieves More

Governors Allowances Policy

Rhondda Cynon Taf Education Authority
Governor Support Service

Agenda Item No 7.4

Governors Allowances

1. What's This all About?

The Welsh Government (WG) has in place a means of reimbursing governors expenses, namely the Governor Allowances (Wales) Regulations 2005.

2. The Governors Allowances (Wales) Regulations 2005

2.1 These regulations make provision for allowances to be paid to governors and non-governor members of committees. The responsibility for these payments rests with the governing bodies of maintained schools which have delegated budgets.

2.2 Payments may only be made in respect of expenditure necessarily incurred by a member of the governing body (or non-governor member of a committee) for the purpose of enabling them to perform their duty as a governor or as a member of a committee of the governing body.

2.3 Travel, subsistence and care rates must be paid at a rate not exceeding that specified by the WG in regulations made under section 100 of the Local Government Act 2000 (receipts must be produced where appropriate). Other expenses must be paid on provision of a receipt at a rate determined by the governing body.

2.4 A model scheme for Governors Allowances has previously been offered to governing bodies of schools in Rhondda Cynon Taf. An updated version of this model scheme is appended to this report.

3. What Do Governing Bodies Need To Do Now?

Governors need to consider implementing a scheme for the reimbursement of governors expenses or updating of any existing scheme.

Scheme for the Reimbursement of Governors Expenses – School

1. Purpose

The governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. Additionally, governors should not incur personal costs as a consequence of their decision to volunteer to serve as members of the governing body.

2. Policy Framework

The Governor Allowances (Wales) Regulations 2005 allows maintained schools to make schemes for paying expenses (**from the school's delegated budget**) to governors and non governor members of committees in respect of expenditure necessarily incurred to enable them to perform their duties as governors.

3. Costs Which May Be Reimbursed

At the full governing body meeting held on 21st June 2012 it was agreed that the following expenses could be claimed during the 2012-13 financial year:

- childcare or babysitting (**other than done by a resident and responsible person at the home address**) shall be reimbursed at a rate equivalent to the prevailing National Minimum Wage (NMW). The NMW (as set on 1st October, 2011) is currently £6.08 per hour for those aged 21 and over and, £4.98 per hour for those aged between 18 and 21.

- care arrangements for a dependent (as above) shall also be reimbursed at a rate equivalent to the prevailing NMW;

- support for governors with additional needs (e.g. audio/visual equipment);

- support for governors whose first language is not English (translation);

- telephone charges, photocopying, stationery, etc;

- travel expenses incurred through the use of private cars, motor

cycles and pedal cycles shall be reimbursed at the appropriate Authorised Mileage Rate. The current tax free rates are as set out below:

Cars (all engine sizes)	40p per mile
Motor cycles	24p per mile
Pedal cycles	20p per mile

Procedures for Making and Settling Claims

4.

- Claims should be submitted on a termly basis to the headteacher who will check and authorise claims for £50 or less .Claims for more than £50 will be checked by the headteacher and chairperson of the Finance Committee (or another nominated governor if the chairperson of the Finance committee is the claimant) and authorised for payment by the headteacher.

- Claims must be made on an official LA expenses claim form and a copy must be retained, for audit purposes, **for a period of seven years.**

- Where appropriate, claims for reimbursement of expenses must be supported by receipts. This includes receipts for fuel that show the VAT paid.

5. Relationships to Other Policies

This is referenced to the school's scheme for financial management, the equal opportunities policy and the race equality policy.

6. Arrangements for Monitoring and Evaluating

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

7. Date Established by Governing Body: 21st June 2012

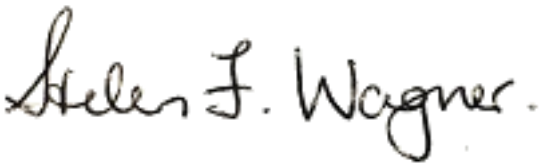
8. Date of Implementation:
June 2012

9. Date for Review

This policy will be reviewed annually at the spring term meeting of the governing body and any changes will be implemented with effect from the start of the following financial year.

Date reviewed: Autumn 2014

Date of next review: Autumn 2018

Signed: (Chair of Governors) 

Signed: (Headteacher) 