

Governor Allowances Policy

COLCOT PRIMARY SCHOOL



Introduction

This policy has been developed in accordance with the Governors Allowances (Wales) Regulations 2005. These regulations provide Governing Bodies with the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties as governor.

It is important that arrangements are in place to pay expenses incurred by governors in specific categories as set out below. This ensures that all governors have equality of opportunity to serve in this role.

The governing body agrees to pay expenses, travel and subsistence expenses at a rate not exceeding that specified by the Welsh Government in regulations made under section 100 of the Local Government Act 2000. (These are the rates used to reimburse expenses to elected members of local authorities in Wales). The current rate is 45p per mile.

All governors of the school will be entitled to claim actual costs that they incur in carrying out their duties as a governor (attendance at governing body and committee meetings as follows:

1. Governors will be able to claim for the following, on a case-by-case basis:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties due to disability;
- The cost of travel relating only to travel to meetings at the current mileage rate of 45p per mile;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

2. Governors will not be paid attendance allowance or reimbursement for loss of earnings.

Governors wishing to make claims, should complete a claims form, obtainable from the Clerk or Governor Services (see below for an example), attaching VAT receipts where possible (e.g. fuel, stationery, telephone) and return it to the School within four weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors (or Vice Chair in respect of Chair claims).

Details of all claims will be reported to the Finance Committee for auditing purposes. The finance committee may query any claims that appear excessive or inconsistent and can require that all or part of a claim is repaid.

Monitoring and Review

Created on April 2024

Last updated on

Adopted by Full Governing Body on ...April 2024.....

Scheduled review dateApril 2026.....

Chair of Governor's signature and dateM. Peplow April 2024.....

MEMBERS OF GOVERNING BODIES CLAIM FOR EXPENSES / ALLOWANCES

Name:

Address:.....

Travel expenses			£	P
Date	Description	Mileage		
Child care / babysitting expenses				
Care arrangements for an elderly or dependent relative				
Support for governors with disability				
Telephone Charges				
Postage				
Photocopying				
Stationery				
Other (please specify)				
TOTAL EXPENSES CLAIMED				

I, claim allowances shown above, as a governor of the Colcot Governing Body.

Signed

Attendance confirmed (Headteacher) Amount Checked

School Budget Code:

Approved for Payment (Chair of Governors) Certified.....

Schools are reminded that it is their responsibility to ensure that any VAT element is separately coded. This will ensure that the authority can reclaim the VAT element and thus making a saving to the school budget.