

GOVERNOR ALLOWANCES POLICY

This policy has been developed in accordance with the Governors Allowances (Wales) Regulations 2005. These regulations give Governing Bodies 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. It is important that arrangements are in place to pay expenses incurred by governors in specific categories as set out below. This measure ensures that all members of the community have equality of opportunity to serve as governors.

All governors of the school will be entitled to claim actual costs that they incur as follows:

1. Governors will be able to claim expenses providing they are incurred in carrying out their duties as a Governor.
2. Governors will be able to claim for the following, on a case by case basis:
 - Childcare or baby sitting 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 45.0p per mile;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.
3. 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), 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.

MONMOUTHSHIRE COUNTY COUNCIL
MEMBERS OF GOVERNING BODIES
CLAIM FOR EXPENSES / ALLOWANCES

Name: Mr/Mrs/Miss

.....

Address:

.....

Post Code:.....

Date of meeting

			£	p
Travel to Meetings				
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
 Governing Body,

Signed.....

FOR OFFICIAL USE ONLY

Attendance confirmed (Headteacher)..... Amount Checked.....

School Budget Code*:

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

*Schools may choose to reimburse Governors either through Petty Cash (obtaining the Governor's signed confirmation of receipt) or via a General Claim for Payment submitted to the Creditors Payments Team attaching a copy of this form. 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.

MONMOUTHSHIRE COUNTY COUNCIL

MEMBERS OF GOVERNING BODIES

CLAIMS FOR SUBSISTENCE AND TRAVELLING EXPENSES

Scheme for the payment of travelling and subsistence allowances to governors of schools.

1. Travelling and subsistence allowances shall be payable from the school budget to a governor of maintained community, voluntary controlled and aided and special schools, and maintained colleges of further and higher education in respect of the discharge of his or her function as a school governor.
2. Allowances shall be payable in accordance with the following conditions and the Governors Allowances Policy:
 - (a) Allowances will be payable in respect of expenses reasonably incurred in connection with attendance at meetings of the governing body, its committees or sub-committees. They will not be payable for attendance at functions such as concerts or prize giving or for casual attendance at an establishment.
 - (b) Travelling allowances will be payable in respect of the use of a private vehicle or public transport but will be calculated in relation to the lesser of:
 - (i) the length of the journey actually undertaken, or
 - (ii) the distance between the place of the meeting and the claimant's home.
 - (c) Subject to the above conditions, travelling allowances may be claimed in respect of the actual costs of public transport or, where a private motor vehicle is used, the current rate of 45p per mile.
3. Claim forms can be obtained from the Clerk to Governors or Governor Services.
4. All completed and signed claim forms must be returned to the school