

Model Scheme for the Reimbursement of Expenses to School Governors

Introduction

The Governors Allowances (Wales) Regulations 2005 allow the governing body of a maintained school to make allowance (expenses) payments to governors in respect of expenditure incurred by them when performing their duties as a governor.

The aim of this is to ensure that a governor (or non-governor who is co-opted onto a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The governing body is committed to ensuring equality of participation for all governors.

Reimbursement Scheme

The following are classed as areas of expenditure for which a governor may choose to make a claim.

- **Childcare or babysitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a Child / children during a period of absence in which a governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during their period of absence.

- **Governors with a Special Need**

Where the school or governing body does not provide facilities or equipment to enable a governor for examples to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the costs of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Governors whose first language is not English / Welsh**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **Telephone charges, photocopying costs and stationery**

These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt relating to the expenditure incurred.

- **Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and school or meeting / training venue exceeds three miles. Public transport fares will be reimbursed on the basis of actual expenditure, up to the level of standard class bus or rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon receipt of a valid receipt. Mileage allowances will be reimbursed at the standard local authority rate.

Governors cannot be paid attendance allowances or for any loss of earnings.

Claiming

Any claims are to be made on an official RCT expenses claim form. To reduce administration, unless substantial sums are involved governors will claim termly and in arrears, prior to the end of the financial year in question.

Claims should be submitted to the headteacher and retained for audit purposes.

Any claims will need to be authorised (by possibly Chair of Governors / Chair of Finance Committee).