Governors' Allowances Document

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader & Head teacher: Mr Teifion Lewis

Chair of Governors : Mr Michael Cude

Policy applies to Academic Year 2026 -27

Signed HT: **Date: September 2026**

Signed CoG: **Date: September 2026**

This plan is a:	**School Plan using LA & WG guidelines**
This plan is a:	**Statutory Document**
Policy / Document Leader:	**Mr Teifion Lewis**
Link Governor:	**Mr Michael Cude**
Key Personnel in Plan	**Headteacher, Governors**
Published / located:	**Website/ School Administration Office**
Aims of Plan: • **To outline the policy and provision for the governors' allowances scheme**	
Review date	**September 2026**
Next review date	**September 2027**
Reviewed by	**Policy committee**

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Scheme for the Reimbursement of Governors Expenses

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 because of their decision to volunteer to serve as members of the governing body.

2. Policy Framework

The Governor Allowances (Wales) Regulations 2005 allow maintained schools to make schemes for paying expenses, from the school's delegated budget, to governors 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 [*insert date*] it was agreed that the following expenses could be claimed during the 2024-2025 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 April 2024) is currently:
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    - £11.44 per hour for those aged 21 and over.
    - £8.60 per hour for those aged 18 to 20 and
    - £6.40 per hour for those under 18.

- 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 equipment).

- support for governors whose first language is not English (translations).

- telephone charges, photocopying, stationery etc.

- travel expenses incurred using private cars, motorcycles and pedal cycles shall be reimbursed at the appropriate current Inland Revenue Authorised Mileage Rate. The current tax-free

rates are as set out below:

Cars (all engine sizes)	45p per mile
Motorcycles	24p per mile
Pedal cycles	20p per mile

4. Procedures for Making and Settling Claims

- 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.**

- Claims for less than £10 will be reimbursed from the school's petty cash account. Claims for between £10 and £50 will be settled by cheque.

- 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 (insert date)

8. Date of Implementation

9. Date for Review

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