ST PETER'S RC
PRIMARY SCHOOL

Governors' Expenses Policy

Approved by	Gareth Rein	Headteacher	Date: 07.10.25
Approved by	P McManus	Chair of Governors	Date: 07.10.25

GOVERNORS' EXPENSES

This policy statement has been developed in accordance with the Education, Wales (Governors' Allowances) Regulations 2005. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain duties which they incur in carrying out their duties. The School's Governing Body believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

1. Governors may claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative and are agreed by the Chair of Governors.
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid attendance allowance.
4. All governors and associate members are eligible to claim allowances in accordance with this scheme.
5. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:

Eligible Expenses

- The cost of travel relating only to travel to meetings/training courses at the Cardiff Council rates current at the time of travel
- Travel and subsistence costs, payable to the Cardiff Council rates current at time costs were incurred, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source
- Childcare or babysitting expenses, (excluding payments to a current/former spouse or partner)
- Care arrangements for an elderly or dependent relative excluding payments to a current/former spouse or partner)
- Telephone charges, photocopying, stationery, postage etc.

Allowance Rates

6. Rates at which allowances are payable are as follows:

- Telephone Calls and Postage: actual costs incurred.
- In accordance with the Cardiff Council rates current at the time of travel and may not exceed such rates as may be specified from time to time by the National Assembly for Wales in regulations under section 100 of the Local Government Act 2000. The Cardiff Council current rate is 45p per mile.
- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £5.00 per journey.
- If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

6. All claims must be submitted to the headteacher on the attached form within one month of the expenditure being incurred (except for telephone calls).

7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

9. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk), attaching receipts, and return it within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair of Governors.

10. The school's normal systems for authorising and processing payments for travel will apply to claims made under this scheme.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

ALN Statement

St Peter's RC Primary School is committed to providing an inclusive learning environment in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021. We are dedicated to identifying, assessing, and making provision for Additional Learning Needs at the earliest opportunity, working in collaboration with pupils, parents, and relevant professionals. Our approach is based on promoting equity, respecting diversity, and ensuring that all pupils are provided with opportunities to meet success.

UNCRC statement

St Peter's RC Primary School is committed to creating a community where children's rights are respected, upheld, and fulfilled. We aim to foster a rights respecting environment that empowers pupils to become active and responsible citizens. Through collaboration with pupils, staff, parents/carers and governors, we aim to embed the United Nations Convention on the Rights of the Child (UNCRC) into our policies and practice.

The document will be reviewed if amendments are made to the Regulations.

St Peter's School Governor Expenses Claim Form

Name:	
Address:	
Date costs incurred:	
Date of claim:	

I have attached relevant receipts to support my claim. Claims for travel will require the completion of the standard Cardiff Council claim form and fuel receipt. Reimbursement will be at the Cardiff Council rate current at the time of travel.

	Childcare/Babysitting expenses
	Care arrangements for an elderly or dependent relative
	Travel to meetings/courses
	Travel/subsistence to national meetings or training events
	Telephone charges
	Postage
	Photocopying
	Stationery
	Other (please specify)

Total expenses claimed: £ _____

Signed: _____ Date: _____

Approved by Chair of Governors

Signed: _____ (Chair of Governors)

Date: _____