



PONTARDDULAIS COMPREHENSIVE SCHOOL YSGOL GYFUN PONTARDDULAIS



Governors' Allowances Lwfansau Llywodraethwyr

Mr. G. Rees
Headteacher

Mrs. S. Bradshaw
Chair of Governors



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Schools Accounting Instruction No. 14

Payment of Governors' Expenses

1. Scheme of Travelling and Subsistence Allowances for Governors of Schools

- This Scheme follows the provisions of Section 58 of the Education (No. 2) Act 1986, for the purpose of regulating the payment of travelling and subsistence allowances to Governors of –
 - a. County, voluntary and maintained special Schools, (hereinafter referred to as 'designated establishments').

2. Scope of Scheme

- The provisions of this Scheme shall apply to all members of the Governing Body of a designated establishment undertaking duties as a Governor in respect of:
- Termly and Special Meetings of the Governing Body and officially convened standing committees or sub-committees of the Governing Body;
- Annual Parents' meetings;
- Duly convened meetings of the Chairman and Vice Chairman of the Governing Body, or such duly authorised members of the Governing Body meeting as a committee or sub-committee of the Governing body to consider:
- The appointment and/or dismissal of staff including: Headteacher/Deputy Headteacher Appointments Panel;
- Preferred placement requests;
- The suspension or reinstatement of pupils;
- Use of School premises by outside bodies;
- Site meetings where convened by the Local Authority;
- Such other matters as may from time to time be referred to the Governing Body by the Local Authority
- Duties undertaken for a purpose requested by the Local Authority.



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3. Duties of 'Clerk to Governors'

- The rules covering payment of expenses to Governors changed on the 1st September, 1987 and all Governors are eligible to claim travelling and subsistence allowances.
- The 'Clerk to the Governors' is now responsible for authorising the eligibility of the claims in as much as the person attended the meeting of the Governors which necessitates them signing the claim forms and forwarding it together with the signed attendance sheet for meetings referred to on the claim forms to Head of Financial Services.

The main points of the Scheme are as follows:

1. All Governors must sign the appropriate attendance sheet.
2. No other allowances can be paid other than travelling and subsistence.
3. Travelling allowance shall be payable for mileage either by private vehicle or by public transport when the journey either to or from the venue of a meeting exceeds 2 miles (ie a round trip of 4 miles).
4. Unless approved by the Local Authority, no payment for travelling allowance may be made for that part of any journey which lies outside the geographical boundary of Swansea Council.
5. Only mileage connected with Governors duties will be paid. Any other mileage in connection with other Council duties must be claimed separately on the appropriate form.
6. Subsistence allowance in respect of duties performed (solely in connection with Governors duties) shall be paid when the time spent on the duty exceeds 4 hours. This includes travelling time and length of meeting only.
7. Claims on the approved form shall be submitted to the Head of Financial Services within 4 weeks of the meeting, subject to a minimum claim of £10.
8. Payment will be made on receipt of the authorised claim form and you should ensure that the claim form contains sufficient information for this purpose.
9. The current rates for travelling and subsistence allowances shall be in accordance with the rates applicable to Members of the Local Authority and will be revised from time to time. The Director of Finance will inform the 'Clerk to the Governors' of any change in the rates.



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4 Further Information

Further information may be obtained from the Internal Audit Section, Finance Department, Civic Centre, Oystermouth Road, Swansea, SA1 3SN.