



St Richard Gwyn Catholic High School

Governors' Expenses Policy

Approved by Governors on _____

Signed _____ (Chair)

**A. General**

The Governing Body will not pay out of pocket expenses except under the following circumstances:

The expenses incurred for a particular meeting are over £10 that is incurred for a particular meeting, this has to be authorised before the meeting takes place by the Chair, Vice Chair or the Headteacher depending on availability. No expenses will be permitted for attending meetings at SRG or within a 10 mile radius.

B. Who is eligible?

1. Any governor attending a meeting of the Full Governing Body, its Committees or Working Parties.
2. Any governor attending training at the request of the Governing Body.
3. Any governor attending a specific meeting at the request of the Governing Body.
4. Co-opted members of a Working Party whose expenses arise in fulfilment of those duties.

C. How to claim

Claims must be made in writing with supporting evidence to the Clerk of the governors. Note that travel and subsistence can be claimed but the rate paid cannot exceed that specified by the Welsh Assembly Government.

The Clerk will require the signed authority from the Chair of the relevant Committee/Working Party.

Review

This policy will be reviewed in January 2019.

Rev.No	Date	Authorised By	Details of Revision
V1	08/01/2016	Governors	New



Workload Impact Assessment Checklist

This policy has been assessed against the agreed system to monitor the workload and working hours of teachers and the Headteacher.

This policy complies with and is consistent with the teachers' contractual entitlements.

This policy and any related procedures were introduced following full consultation with the teacher trade unions.

This policy and any related procedures include a specific statement regarding workload impact.

This policy and related procedures will not add additional hours of working.

This policy does not duplicate any other existing policy.

The resources necessary to support this policy, including staff time, any additional staffing and appropriate equipment, have been identified.

The implementation of this policy will not result in any additional meetings/activities that have not been identified within the school calendar, published and revised in consultation with teacher trade unions.

All staff (including the Headteacher) will be trained to ensure that this policy and any related procedures are carried out without increasing workload burdens.

This policy and related procedures will be reviewed annually to ensure that additional workload burdens have not been added over time.