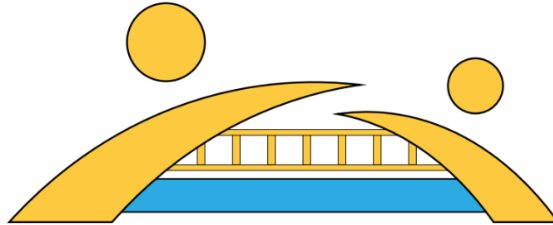


# YSGOL BRO CAEREINION



YSGOL BRO  
CAEREINION

## Polisi

# Talu Costau Llywodraethwyr

<https://www.legislation.gov.uk/cy/wsi/2005/2915/contents/made>

# Paying Governors' Expenses Policy

<https://www.legislation.gov.uk/wsi/2005/2915/contents/made>

	Enw / Name	Llofnod / Signature	Dyddiad / Date
Cadeirydd / Chair of Governors	Cllr Gareth Jones	<i>Gareth D Jones</i>	14.7.22
Pennaeth / Headteacher	Huw Lloyd-Jones	<i>H. Lloyd-Jones</i>	14.7.22
Adolygwyd a Chadarnhawyd Reviewed & Ratified	14 <sup>th</sup> July 2022	Dyddiad Adolygu Date of Review	Autumn Term 2024
Polisi a Argymhellir i'w adolygu pob dwy flynedd / Recommended Policy to be reviewed every two years			
Canllawiau: <a href="#">Addysg camddefnyddio sylweddau: canllawiau   LLYW.CYMRU</a>			
Guidance: <a href="#">Substance misuse education: guidance   GOV.WALES</a>			

**Argymhellir** y dylai pob Corff Llywodraethu ystyried a yw'n dymuno sefydlu polisi ar gyfer talu costau llywodraethwyr.

Mae Llywodraethwyr yn rhoi eu hamser yn hael er budd eu hysgol. Os yw'r Corff Llywodraethu yn cytuno'n ffurfiol y gellir hawlio costau, argymhellir bod pob Corff Llywodraethu yn mabwysiadu polisi clir ar gyfer ad-dalu costau Llywodraethwyr, fel bod pob Llywodraethwr yn cael mynediad llawn i fynychu cyfarfodydd a hyfforddiant. Gall Cyrff Llywodraethu ddewis os ydynt am dalu lwfansau i Lywodraethwyr ai peidio, bydd rhaid talu eu costau o gyllideb ddirprwyedig yr ysgol.

Mae'r polisi enghreifftiol hwn wedi'i ddatblygu yn unol â Rheoliadau Lwfans Llywodraethwyr (Cymru) 2005. Mae'r Rheoliadau'n darparu ar gyfer talu lwfansau o gyllideb ddirprwyedig yr ysgol i Lywodraethwyr ar gyfer rhai costau maent yn eu hysgwyddo wrth gyflawni eu dyletswyddau. Nid yw'r Rheoliadau'n benodol ond maent yn eu gadael i'r Corff Llywodraethu unigol benderfynu beth ddylai fod yn gymwys. Gall y polisi enghreifftiol gael ei fabwysiadu'n llawn neu ei ddiwygio yn ôl yr angen gan Gyrff Llywodraethu unigol.

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Mae Corff Llywodraethol Ysgol Bro Caereinion yn credu bod talu costau Llywodraethwyr mewn rhai categorïau yn bwysig o ran sicrhau cyfle cyfartal i wasanaethu fel Llywodraethwyr i holl aelodau cymuned yr ysgol ac felly mae'n ddefnydd priodol o gyllideb yr ysgol:

O'r 1af o Fedi, 2022, bydd pob Llywodraethwr Ysgol Bro Caereinion yn gallu hawlio gwneud cais am y costau gwirioneddol y maent yn eu hysgwyddo wrth fynychu cyfarfodydd a hyfforddiant, sef:

- Costau gofal neu warchod plant (*ac eithrio taliadau i briod/cyn-wr neu bartner/brodyr a chwiorydd hŷn*)
- Trefniadau gofal ar gyfer perthynas oeddrannus neu ddibynnol (*ac eithrio taliadau i briod neu bartner presennol/blaenorol*)
- Cost teithio o'r cartref neu'r man gwaith (fel y bo'n briodol) gan y dull rhataf (*caiff teithio mewn car preifat ei ad-dalu ar uchafswm lwfans milltiroedd a gymeradwyir gan gyllid refeniw ei Mawrhydi (HMRC) nad oes treth arno, sef 45c y filltir ar hyn o bryd*)

Bydd Llywodraethwyr hefyd yn gallu hawlio am y canlynol, yn amodol ar y prawf prynu angenrheidiol, ar sail pob achos unigol a chyda chymeradwyaeth y pennaeth a Chadeirydd y Llywodraethwyr ymlaen llaw:

- Cymorth i Lywodraethwyr ag anghenion arbennig (*y costau ychwanegol a ysgwyddir*)
- Cymorth i Lywodraethwyr nad Cymraeg/Saesneg yw eu hiaith gyntaf (fel y bo'n briodol) (*y costau ychwanegol a ysgwyddwyd*)
- Costau teithio a chynhaliaeth sy'n gysylltiedig â mynychu digwyddiadau hyfforddi a chyfarfodydd eraill a gynhelir wrth gyflawni eu dyletswyddau, oni bai y gellir hawlio'r costau hyn o ffynhonnell arall e.e. yr awdurdod lleol
- Treuliau clerigol (postio, deunydd ysgrifennu, llungopïo, galwadau ffôn, ac ati)

**Ni ellir** hawlio'r gwariant canlynol:

- Lwfansau presenoldeb
- Colli cyflogaeth

## Lefelau ad-daliad

- Trafnidiaeth gyhoeddus - ad-dalu pris tocyn wrth ddangos tocynnau
- Mewn car – yn unol â lwfans milltiroedd cymeradwy diweddaraf HMRC
- Tacsï – ad-dalu tocyn ar ôl ei ddangos. Noder dim ond os na ellid gwneud yr un siwrnai ar drafnidiaeth gyhoeddus y dylid ystyried tacsï neu er mwyn sicrhau diogelwch Llywodraethwr.
- Gofal plant neu ofal cymharol ddibynnol – yn amodol ar uchafswm fesul teulu fesul sesiwn ac ar ddangos derbynneb (neu ffurflen wedi'i llofnodi) i brofi bod gwariant wedi digwydd (*Rhowch uchafswm - £20*)
- Treuliau clerigol – yn ôl y gofyn, ond yn amodol ar brawf o bryniant e.e. derbynneb y til (*gellir defnyddio'r llungopiwr ysgol ar gyfer busnes y corff llywodraethu; gellir cael cymorth pellach gyda gwasanaethau swyddfa o Swyddfa'r ysgol, yn amodol ar ofynion eraill ar amser staff*)

## Hawlio

Dim ond y gost y gall Llywodraethwyr ei hawlio h.y. Mae'n rhaid bod y gost wedi'i hysgwyddo cyn y gellir ei had-dalu.

Er mwyn darparu trywydd archwilio clir, dylai Llywodraethwyr sy'n dymuno gwneud hawliad, lenwi ffurflen hawlio costau o fewn pythefnos i'r dyddiad y gwariant, gan roi prawf o bresenoldeb yn y cyfarfod neu'r cwrs hyfforddi (llofnod Cadeirydd y cyfarfod neu diwtor y cwrs) a phrawf bod y gwariant wedi digwydd (derbyn neu lofnodi gwarchodwr/gofalwr). Dylid anfon ffurflenni hawlio costau at Glerc y Llywodraethwyr i'w hanfon i'r Awdurdod.

Bydd hawliadau'n destun archwiliad annibynnol a gall Cadeirydd y Llywodraethwyr ymchwilio iddynt os ydynt yn ymddangos yn ormodol neu'n anghyson.

## Taliad

Bydd holl daliadau ar gyfer costau llywodraethwyr yn cael eu prosesu drwy system costau'r Cyngor ac fel arfer byddant yn cael eu gwneud o fewn mis i'r hawliad gael ei gyflwyno.

## Trefniadau adrodd

Bydd y Corff Llywodraethu yn cytuno ar gyllideb ar ddechrau'r flwyddyn a bydd Clerc y Llywodraethwyr yn gyfrifol am gadw cofnod o wariant.

Bydd cyfanswm costau'r Llywodraethwyr a dalwyd yn ystod y flwyddyn yn cael eu cofnodi yn yr Adroddiad Blynyddol i'r Rhieni.

Bydd costau Llywodraethwyr yn cael eu talu o gyllideb ddirprwyedig yr ysgol.

Bydd pob Llywodraethwr (a'r llywodraethwyr newydd yn eu cyfarfod cyntaf) yn cael copi o'r polisi hwn. Dylai Llywodraethwyr benderfynu drostynt eu hunain p'un a ddylent wneud cais ai peidio, a dylent deimlo eu bod yn gallu gwneud hynny heb embaras.

Caiff y polisi hwn ei adolygu'n flynyddol gan y Corff Llywodraethu llawn a'i ddiwygio fel y bo'n briodol.

***Governors give their time generously*** for the benefit of their school. If the Governing Body formally agrees that expenses can be claimed it is recommended that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. Governing Bodies can choose whether or not to pay allowances to governors, the costs of which have to be met from the school's delegated budget.

*This model policy has been developed in accordance with The Governor Allowance (Wales) Regulations 2005. The Regulations make provision to pay allowances from the school's delegated budget to Governors for certain expenses which they incur in carrying out their duties. The Regulations are not specific but leave it up to the individual governing body to decide what should be eligible. The model policy may be adopted in full or amended as necessary by individual Governing Bodies.*

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Ysgol Bro Caereinion's Governing Body believes that paying governors' expenses in certain categories is important in ensuring equality of opportunity to serve as governors for all members of the school's community and so is an appropriate use of school funds:

As from 1<sup>st</sup> September 2022, all Governors of Ysgol Bro Caereinion will be entitled to claim the actual costs which they incur in attending meetings and training, namely:

- Childcare or babysitting expenses (*excluding payments to a current/former spouse or partner/older siblings*)
- Care arrangements for an elderly or dependent relative (*excluding payments to a current/former spouse or partner*)
- The cost of travel from home or place of work (as appropriate) by the least expensive means (*travel by private car will be reimbursed at the maximum HM Revenue & Custom (HMRC) approved mileage allowance which does not incur tax, currently 45p per mile*)

Governors will also be able to claim for the following, subject to the necessary proof of purchase, on a case-by-case basis and with the prior approval of the Headteacher and Chair of Governors:

- Support for governors with special needs (*the extra costs incurred*)
- Support for governors whose first language is not English / Welsh (*the extra costs incurred*)
- Travel and subsistence costs associated with attending training events and other meetings undertaken in the course of their duties, unless these costs can be claimed from another source e.g. the local authority
- Clerical expenses (postage, stationery, photocopying, telephone calls, etc.)

The following expenditure **cannot** be claimed:

- Attendance allowances
- Loss of earnings

## Levels of Reimbursement

- Public transport – reimbursement of fare on production of ticket
- Car – in line with the latest HMRC Approved Mileage Allowance
- Taxi – reimbursement of fare upon production of receipt. NOTE A taxi should only be considered if the same journey could not be made by public transport or to ensure the safety of a governor
- Child care or dependent relative care – subject to a maximum per family per session and on production of a receipt (or signed pro forma) to prove that expenditure has taken place (£20 maximum)
- Clerical expenses – as required, but subject to proof of purchase e.g. till receipt (*The school photocopier can be used for Governing Body business; further assistance with office services can be sought from the school office, subject to other demands on staff time*)

## Claiming

Governors can only claim incurred cost i.e. the cost must have been incurred before it can be reimbursed.

In order to provide a clear audit trail, Governors wishing to make a claim should complete an expenses claim form within two weeks of the date when the expenses were incurred, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has been incurred (receipt or signature of babysitter / carer). Expenses claim forms should be passed to the Clerk of Governors for forwarding to the Authority.

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

## Payment

All payments for governors' expenses will be processed through the Council's expenses system and will normally be made within a month of the claim being submitted.

## Reporting Arrangements

The Governing Body will agree a budget at the beginning of the year and the Clerk to the Governors will be responsible for keeping a record of expenditure.

The total amount of governors' expenses paid during the year will be recorded in the Annual Report to Parents.

Governor expenses will be met from the school's delegated budget.

All existing governors (and new governors at their first meeting) will be given a copy of this policy. Governors should decide for themselves whether or not to claim and should feel able to do so without embarrassment.

This policy will be reviewed annually by the full Governing Body and amended as appropriate.