The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

Governors' Allowance Policy 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by "All things for Christ" (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	October 2027

The Cardinal Wiseman Catholic School

Governors' Allowance Policy

Approved by Governors on: October 2026
Reviewed: October 2026
Next review: October 2027 (reviewed annually)
Person (position, not name) to perform review: Chair of Governing Body

This policy should be read in conjunction with all other policies and not as a standalone policy

Reasons for this policy

To ensure that no person is disadvantaged as a result of being a Governor.

Objectives

- To pay the member's travel and subsistence expenses necessary for the performance of a member's duties as Governor.
- To pay the member's additional expenses incurred in the performance of a member's duties as Governor. These additional expenses, to be agreed by the Governing Body and funded by the school, can include the following:
    - Childcare and babysitting.
    - Care arrangements for an elderly or dependent relative.
    - Support for Governors with special needs (for example audio equipment).
    - Support for Governors whose first language is not English (for example translations).
    - Telephone charges, photocopying and stationery. (In normal circumstances the photocopying to be done at the school).
    - Travel and associated costs.
      Note: Attendance allowance and loss of earnings cannot be paid
- To show the travelling and subsistence allowance in the Governor's Annual Report in accordance with regulations.

In the case of an allowable expense, or set of expenses, which is likely to cause the budget to be exceeded, the Governor will raise the matter with the Chair who will take action as necessary; for example, discuss with the Headteacher; refer to Finance Committee. If a Governor is unsure they should approach the Chair.

The Budget set aside for claims will be £50 annually. This will be monitored by our Finance Committee.

All claims will be made on our agreed form (see Appendix A) and authorised by the Chair. The Vice-Chair or Nominated Finance Committee member will authorise in the event of claims made by the Chair. All claims will be treated as confidential.

This policy will be reviewed on an annual basis.

Appendix A: Sample Claim Form

<table>
<tr><td colspan="2">THE CARDINAL WISEMAN SCHOOL
GOVERNOR'S CLAIM FOR EXPENSES</td></tr>
<tr><td colspan="2">Name</td></tr>
<tr><td>Description

Total:</td><td>Amount</td></tr>
<tr><td>Please attach invoices as appropriate including VAT Number if applicable</td><td></td></tr>
<tr><td>I have paid this amount, which I am now claiming.

Signed:
(Claimant)</td><td>Date:</td></tr>
<tr><td>

Authorised:
(Chair/Nominated Finance committee member)</td><td>Date:</td></tr>
</table>

For School use **Paid: Cash ☐ Cheque ☐ Cheque No:**	
Date Paid:	