CHILTERN LEARNING TRUST

Payment of Allowances Policy - Members/Trustees/Governors'

1. INTRODUCTION

1.1 Policies and documents at Chiltern Learning Trust are designed to support the ethos, aims and vision of the Trust as outlined in the School Improvement Plan and Strategic Intents.

2. RATIONALE

2.1 The Trust adopted the following scheme for the payment of allowances for expenditure necessarily incurred for the purpose of enabling Members/Trustees/Governors to perform any governance duty. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Trust.

3. TRAVEL

3.1 Travel expense will be paid for the following categories of journey only:

- to formal governor meetings
- to other formal meetings, ie of committees, working parties, selection panels
- to specific governor training events, as agreed by the Trust or Local Governing Body.

Payment will be at the current Local Authority teachers' rate for cars of 1200 cc and above (as amended from time to time by the Local Authority). This rate is to be paid regardless of the actual capacity of the car.

The appropriate figure on the date of adoption of the scheme is 52 pence per mile.

The mileage which can be claimed will be the number of miles from home to the venue of the meeting/event, or the actual miles travelled on such occasions, whichever is the lesser figure (for example, a governor travelling to a meeting at a school from their of employment would claim the actual mileage if that were a shorter distance than travelling from home).

4. OTHER ALLOWANCES

4.1 Payment will be made in respect of the following expenses:

4.1.1 Child care or babysitting arrangements:

Payment will be at full cost of child care for the duration of the meeting. Governors claiming this allowance will be asked to sign a receipt for auditing purposes.

4.1.2 Care arrangements for an elderly or dependant relative

Payment will be at full cost of care for the duration of the meeting. Governors claiming this allowance will be asked to sign a receipt for auditing purposes.

4.1.3 Telephone charges, photocopying, stationery, etc.

Payment will be made to the value of the amount of the receipt in respect of photocopying, postage stamps or stationery. An itemised bill should be presented in support of a claim for payment for telephone calls.

4.1.4 Travel on public transport

Payment will be made to the value of the receipt for the journey.

4.1.5 Support for Members/Trustees/Governors with special needs (eg audio equipment)

The Board of Members/Trustees or the Local Governing Body will consider appropriate support for individual cases as they arise.

4.1.6 Support for Members/Trustees/Governors whose first language is not English (e.g. translations). The Governing Body will consider appropriate support for individual cases as they arise.

5. EXPENSES CLAIMS

5.1 Expenses are available to all Members/Trustees/Governors and who submit a valid claim on the form provided see Appendix A. A receipt must be provided in respect of any claim for allowances other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle. The Chief Executive (for Members/Trustees) and the Headteacher (for Local Governors) will endorse each claim and payment will be made through each school's finance office, which will maintain records of all such payments for each financial year.

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Appendix A - CLAIM FOR MEMBER/TRUSTEE/GOVERNORS' EXPENSES

NAME: _____

TRAVEL			
DATE	**DETAILS OF JOURNEY**	**PURPOSE**	**MILES CLAIMED**
		TOTAL MILES	

DATE	**DESCRIPTION/TYPE OF ALLOWANCE** e.g. child care	**RECEIPT ATTACHED Y/N**	**AMOUNT CLAIMED**
		TOTAL AMOUNT CLAIMED	

I confirm that the above details are correct.

Signed: ……..
(Member/Trustee/Governor)

I authorise payment of this claim.

Signed: ……
(Chief Executive/Headteacher)

Date: ……..

Please return to:
Finance Office
School finance Office
School name
School address