

---

<b>RESPONSIBLE PERSON(S):</b>	CHIEF EXECUTIVE HEADTEACHER John Mason School HEADTEACHER Rush Common School HEADTEACHER Fitzharrys School
<b>CURRENT VERSION:</b>	001
<b>DATE APPROVED:</b>	07/12/2018
<b>REVIEW CYCLE:</b>	TRUSTEES
<b>NEXT REVIEW DATE:</b>	BEFORE MARCH 2020

### **REVIEW**

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

### **APPROVED BY THE BOARD OF TRUSTEES**

Chair of Trustees: Jonathan Hopkins      Signature: Jonathan Hopkins

Chief Executive: Fiona Hammans      Signature: Fiona Hammans

### **RESPONSIBLE BODY**

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body’s functions in respect of this policy statement and associated processes.

### **RESPONSIBLE PERSONS**

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy statement and associated processes.

## CONTENTS

	Page
1.0 Introduction	2
2.0 Entitlement	3
3.0 Claims	3

---

### 1.0 INTRODUCTION

This policy statement has been developed to provide parity with requirements the Education (Governors' Allowances) Regulations 2003.

- 1.1 These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.
- 1.2 In accordance with the above, the responsible body has the discretion to pay allowances to Trustees of the responsible body and volunteer members of the responsible body's Local Academy Boards for certain expenses which they incur in carrying out their duties.
- 1.3 The responsible body believes that paying allowances to Trustees and volunteer members of the responsible body's Local Academy Boards, in relation to the specific categories as detailed below, is an appropriate use of funds as such allowances promote equality of opportunity for members of the community to serve as Trustees and members of the responsible body's Local Academy Boards. The specific items allowable reflect this objective.

## 2.0 ENTITLEMENT

Trustees of the responsible body and/or volunteer members of the responsible body's Local Academy Board(s) will be entitled to claim the actual costs which they incur as follows:

- 1) Trustees and/or volunteer members of the responsible body's Local Academy Boards will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee or member of the responsible body's Local Academy Boards, and are agreed by the Chief Executive that they are justified before any reimbursable costs are incurred.
- 2) Trustees and/or volunteer members of the responsible body's Local Academy Boards will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chief Executive:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Reimbursement in respect of the cost of travel to travel to meetings/training courses will be at the following rates:

Mode of transport	Car	Motorcycle	Bicycles
Amount per mile	45 pence	20 pence	20 pence

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

- 2.1 The responsible body acknowledges that Trustees and volunteer members of the responsible body's Local Academy Boards

- may not be paid attendance allowance;
- may not be reimbursed for loss of earnings.

## 3.0 CLAIMS

Trustees and volunteer members of the responsible body's Local Academy Boards wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Chief Financial Officer), attaching receipts where possible, and return it to the Chief Financial Officer within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trustees or Chair of Finance.

Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Chair of Finance in respect of the Chair of Trustees) if claims appear excessive or inconsistent.

**END**

**APPENDIX 1**

**CLAIM FORM**

<b>Name:</b>	<b>Name of Trust/School:</b>
<b>Address:</b>	
<b>Post Code:</b>	<b>Claim Period:</b>
I claim the total sum of £..... for trustee/member of Local Academy Board expenses as detail below. I have attached relevant receipts to support my claim.	
<b>Signature:</b>	<b>Date:</b>

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

Chief Financial Officer  
 Abingdon Learning Trust  
 Hendred Way  
 Abingdon  
 Oxon  
 OX14 2AW