

THE GLC DIRECTORS' AND GOVERNORS' EXPENSES POLICY

This Policy was originally created in :	June 2017
This Policy was ratified by the Board of Directors on :	Spring 2024
This Policy will be reviewed on :	Spring 2025

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

The GLC Directors' and Governors' Allowances Policy

This policy statement has been developed in accordance with the Education [Governors' Allowances] Regulations 2003. 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. The Gateway Learning Community [GLC] Board of Directors believes that paying directors' and governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as directors and governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All directors and governors of the GLC will be entitled to claim the actual costs which they incur as follows:

1. Directors and Governors will be able to claim allowances providing the allowances are incurred solely in carrying out their duties as a Director or Governor or representative of the GLC.
2. Directors and Governors will be able to claim for the following:
 - The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for GLC personnel [see appendix 1];
 - Travel and subsistence costs, payable at the specified rates for GLC personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
 - Telephone charges, photocopying, stationery, postage etc.
3. Directors and Governors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chairman of the Board of Directors:
 - Overnight accommodation and subsistence costs
4. Directors and Governors will be able to claim for the following, on a case-by-case basis, and with the prior approval of the Board of Directors:
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

The Board of Directors of the GLC acknowledges that:

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

Directors and Governors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form [obtainable from the GLC Finance Office] on a termly basis, attaching receipts in all cases, and return it to the Finance Office when they will be submitted for approval to the CEO.

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

This policy will be reviewed annually.

Appendix 1

Mileage Rates [as at Spring 2024]

APPROVED MILEAGE RATES		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Subsistence

This will only be paid where overnight accommodation has been exceptionally agreed

GLC Directors and Governors claim form for travel and subsistence

Name:	Date of claim:
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Please ensure that you attach receipts for all items claimed other than mileage. Payment cannot be made unless proof of purchase is supplied.

Mileage is paid at 45p per mile for the first 10,000 miles in any tax year and 25p thereafter.

Date	Dep. time	Ret. time	Place and purpose of visit	Miles	Fares	Parking	Meals	Accom.
Totals:								

<p>Claimant use:</p> <p>Signature of claimant:</p> <p>Date of claim:</p>	<p>Finance use:</p> <p>Payment authorised by:</p> <p>Date:</p> <p>Total paid: £.....</p>
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