



St Peters CofE Primary Academy

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Chair of Local Academy Committee: Zoe Heath

St Peter's C of E Academy

Combined Local Academy Committee - Allowances policy

CLAC Allowances Policy- Document Status		
May 2025	Named Responsibility	Combined Local Academy Committee

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1. Aims

The combined local academy committee has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a combined local academy committee member on the grounds of cost.

2. Legislation and guidance

On 7 March 2024 the DfE published two new **Governance Guides**. These two documents replace the Governance Handbook.

One Governance Guide is for maintained schools and one is for academies. Here are the links to the Governance Guides on the DfE website.

[Maintained Schools Governance Guide](#)

[Academy Trust Governance Guide](#)

3. Overview

Members of the local academy committee may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the local academy committee may claim allowances by completing a claim form (see appendix 1) and submitting it to the Office Manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.

- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Finance Committee **before** they are incurred.

The chair of the local academy committee (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every 2 years by the Combined Local Academy Committee.

Appendix 1: Combined Local Academy Committee Member claim form

St Peter's C of E Academy

CLAC claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for CLAC expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Office Manager, via the school office, along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Mileage rates will be amended as per HMRC published rates.

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p