



The Castle Partnership Trust
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Payment of Allowances to Governors,

Directors and Members

September 2021

CEO: Sarah Watson

Headteacher at Court Fields School: Polly Matthews

Headteacher at The Castle School: James Lamb

Headteacher at Wellesley Park School: Carly Wilkins

Headteacher at IKB School: Richard Healey

Due for review: Autumn term 2024

Governors, Directors and Members are entitled to claim travelling expenses for official journeys made on behalf of the Academy Trust. All travel expenses must be entered upon a claim form which is available from the Business Manager. Claims for mileage expenses for travelling by car must be accompanied by a pre-dated VAT receipt for petrol purchased. The claim form will be returned to the Business Manager for authorisation and a cheque will be produced.

Car journeys – will be recompensed at 42.5 pence per mile.

Rail/bus journeys – will be by the cheapest ticket available.

Travelling expenses will not be available for attendance at meetings unless held off the school sites.