



**Westbridge Residential School and Halswell
Residential College**



Combined Board of Trustees

BOARD FEES AND EXPENSES POLICY and PROCEDURE

Background

Appointment to a Ministerial Appointed Board of Trustees for the governance of Halswell Residential College and Westbridge Schools is a professional appointment where members are required to have recognised expertise in the area, knowledge of special education, or a related sector; knowledge and experiences of the schools governed by the Board; and governance or other relevant experience. The fee structure, based on the Cabinet Office Circular¹, recognises the considerable commitment, obligations, and responsibilities as well as the specialist skills, knowledge and experience that Board members bring to the Board.

1. Fee Structure – Board fees do not apply to parties receiving *concurrence nor to the staff elected representative*.

1.1. Daily Rate [full day meeting]

1.1.1. \$550 per meeting for the Chairperson

1.1.2. \$400 per meeting for a Board member

1.2. Hourly rate [pro-rata based on 8 hour day]

1.2.1. \$70 per hour for the Chairperson

1.2.2. \$50 per hour for a Board member

1.3. GST

1.3.1. Payments to members in respect of their capacity as a Board member are not subject to GST.

2. Definitions

2.1. Daily rate

2.1.1. The daily rate applies to attendance at formal Board meetings.

¹ CO912)6, Cabinet Office Circular, 19 December 2012; <http://www.dpmc.govt.nz/sites/all/files/circulars/coc-12-06.pdf>

2.1.2. Preparation for a meeting that incurs a daily fee is considered to be part of that daily meeting and no extra fee applies.

2.2. Hourly rate

2.2.1. The hourly rate applies to attendance at additional meetings. E.g., ad-hoc meetings with the Ministry of Education, or other specified work undertaken on behalf of the Board.

2.2.2. Time committed for travel and preparation towards additional meetings can be charged out at the hourly rate.

2.2.3. Where the totally hourly payment for ad hoc meetings exceed the daily fee, the daily fee should be used.

2.2.4. Participation in ad-hoc meetings or other Board work must be approved by the Chairperson beforehand.

2.2.5. The hourly rate up to a maximum of 5 hours per week applies to time spent by the Chairperson on a regular weekly basis dealing with school matters, discussions with principals, emails and other correspondence.

2.3. Subcommittees

2.3.1. There is no fee for sub-committee meetings when they are held in conjunction with formal Board meetings.

2.3.2. Sub-committees that want to call a meeting outside of Board meeting times must first receive approval from the Board chair. Attendance is charged at the hourly rate.

2.3.3. Work completed as part of being on a sub-committee is not chargeable, as this is considered to be part of the job.

2.3.4. Sub-committees must be properly constituted with appropriate terms of reference before a meeting fee is paid.

2.4. Rate for Deputy chair

2.4.1. The fee for the responsibilities of a deputy chair is an additional 25% of the member rate. Where no deputy chair has been appointed and a member is required to chair a meeting, the member will be paid a daily rate equivalent to that of the Chairperson.

2.5. Public servants appointed to Board

2.5.1. Board members who are also public servants do not retain a fee and his/her ordinary salary where the duties on the Board are undertaken during ordinary Crown body working hours.

2.5.2. Public servants who elect to take leave from their usual position for completion of Board duties may receive Board fees.

3. Disbursements

3.1. Members travelling to or from meetings or on the business of the Board are entitled to reimbursement of out of pocket travelling (e.g. airport parking charges) and meal charges.

3.2. Reimbursement of expenses will be on an actual and reasonable basis and receipts must be provided.

Procedure for Reimbursements

1. Submission –

1.1. Board members submit requests for payment of fees and disbursements to the Board Secretary for approval by the Chairperson.

1.1.1. Board fee claim forms are filed on behalf of the individual. Companies cannot claim Board fees.

1.2. Requests are submitted via the Expense Claim Form - *Combined BOT for Halswell and Westbridge RSS*. A claim form is provided on page 5.

1.3. Receipts are required for incidentals.

1.4. Claims for costs incurred during the month between Board meetings as well as claims for costs incurred for attendance at the monthly Board meeting are due one week following the monthly Board meeting.

2. Approvals

2.1. The Board Secretary verifies attendance at meetings.

2.2. The Board Chairperson signs off the claim.

2.3. The Board Secretary submits the claims to the admin clerk at the administrative school who reimburses the individual members.

3. Approval of the Board Chairperson claims

- 3.1.** The Board Secretary signature verifies attendance at meetings.
- 3.2.** The Board Secretary submits the claim to the admin clerk at the administrative school.
- 3.3.** In signing off the reimbursements as presented by the admin clerk, the principal of the administrative school approves the chairperson claims.

4. School Contributions to Travel Costs

- 4.1.** Each school's annual budget should include an amount for half of the Board fees (including travel costs) anticipated to be incurred in that calendar year.
- 4.2.** The account holder for that year will invoice its partner school governed by the Combined Board at the end of each term for half of the actual costs incurred.

Revision Prepared by: Board of Trustees 5 April 2019]

Date of Approval: 5 April 2019

Review Date: April 2022

Version: 3

COMBINED BOT FOR HALSWELL AND WESTBRIDGE RSS

EXPENSE CLAIM FORM

Name:

CLAIM

Office Use Only

Date	Description of Claim	Fees	Kilometres \$0.70	Incidentals (Attach Receipts)	Code
Total Kms					
Total					
TOTAL CLAIM					

Signed: _____ <div style="text-align: center; margin-left: 100px;">Claimant</div> Date: _____	Attendance Verified (Minutes) _____ Board Secretary	APPROVED FOR PAYMENT _____ Board Chair Date: _____
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