



**Westbridge Residential School and
Halswell Residential College
Combined Board of Trustees**



**BOARD FEES AND EXPENSES
POLICY**

Background

Appointment to a Ministerial Appointed Board of Trustees for the governance of Halswell Residential College and Westbridge Residential School 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 Presiding Member
- 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 Presiding Member
- 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.
- 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 exceeds the daily fee, the daily fee should be used.

¹ CO(19)1 Fees and Framework 17 June 2019

- 2.2.4.** Participation in ad-hoc meetings or other Board work must be approved by the Presiding Member beforehand.
- 2.2.5.** The hourly rate up to a maximum of 5 hours per week applies to time spent by the Presiding Member 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 Presiding Member. 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 Presiding Member

- 2.4.1.** The fee for the responsibilities of a deputy presiding member is an additional 25% of the member rate when the deputy presiding member serves in the capacity of the presiding member or has been assigned a task by the presiding member. Where no deputy presiding member 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 Presiding Member.

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.

4. Fee Claims

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

- 4.1.** Fees claims are submitted one week following a meeting.
- 4.2.** Requests are submitted via the Expense Claim Form - *Combined BOT for Halswell and Westbridge RSS (page 2)*.
- 4.3.** Board members are responsible for submitting their own fees claim forms within one week of the meeting. Receipts are required for incidentals. Google maps can be used for mileage.
- 4.4.** The Board Secretary verifies attendance at meetings and signs off the claim.
- 4.5.** The Presiding Member signs off the claim either in person or electronically.

- 4.6. The Board Secretary submits the claims to the admin clerk at the administrative school, who reimburses the individual members.
- 4.7. School Contributions to Travel Costs
 - 4.7.1. 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.
 - 4.7.2. 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.

5. Life Cycle of Board Member

- 5.1. The Board will ensure that new and former members are treated with respect, and in a mana-enhancing manner.
- 5.2. All newly appointed Board members will be contacted by the Board Secretary who will provide them with information relating to their new role.
- 5.3. At the first face to face hui of the new Board, members will be formally welcomed with a Kupu Whakatau.
- 5.4. At the end of their tenure, services will be acknowledged with a certificate and a small culturally appropriate taonga.
- 5.5. The administrative school will be responsible for sourcing the gift and certificate.
- 5.6. Both schools will share the associated costs.
- 5.7. Principals at each school to contact the former members from their district and invite them to the local school for presentation of the gift. This may include a morning tea if that suits.

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Version: 5

COMBINED BOT FOR HRC AND WRS

EXPENSE CLAIM FORM – 2024 template

| Name: _____ | | | | | | <i>Office Use Only</i> |
|---------------------------|----------------------|------|----------------------|--------------------------------|-------|------------------------|
| Date | Description of Claim | Fees | Kilometres \$0.95 | Incidentals attach receipts | TOTAL | Code |
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| Total kms | | | | | | |
| Total | | | | | | |
| TOTAL CLAIM AMOUNT | | | | | | |

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| <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signed by claimant)</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">_____</p> | <p style="text-align: center;">Attendance verified (Minutes)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signed by Board Secretary)</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">_____</p> | <p style="text-align: center;">Approved for payment</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signed by Board Chair)</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">_____</p> |
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