



**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.

See also - Board Procedures.

Revision Prepared by: Board of Trustees 8 March 2024

Date of Approval: 8 March 2024

Review Date: March 2027

Version: 5