

Board Members' Payment Policy

Relevant Legislation	Public Finance Act 1989 Crown Entities Act 2004 Education and Training Act 2020 Education (School Boards) Regulations 2020
Relevant Government Policy	National Administration Guideline 4
School Trustees Association	Making-a-Difference-Booklet-2020 A-parents-guide-to-the-role-of-the-board-of-trustees.compressed.pdf
Responsibility for Policy	Board, Manukura and Risk & Finance (RAF) Committee
Application	This policy applies to all Board Members whether elected, appointed or co-opted at Haeata Community Campus.
Current version	March 2022
Next Review Date	November 2022

1. Policy Statement

All kura have a responsibility to ensure that all expenditure Operations Grant Spending is clearly linked to the business of the school and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals. At times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to fees, travel (especially international travel), or to koha, gifts and other payments to individuals. Any and all expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval.

2. Purpose

The Board Members' Payment Policy provides for Board members who incur costs in the service of their roles as members. It is in the interests of transparent accountability that systems for such payments and reimbursements be clear and formally approved by the full Board. [Education \(School Boards\) Regulations 2020](#)

3. Parties

This Policy applies to all Board Members whether elected, appointed or co-opted at Haeata Community Campus.

4. Approved Expenditure

Haeata should have an efficient system for meeting approved Board meeting payments, to ensure all payments to which Board members are entitled are paid. Payments cover

sitting fees as agreed by the Board and all reimbursements which are fair and reasonable incurred during authorised Board activities. All approved payments to Board members will be authorised by the Risk and Finance Committee Chair.

5. Guidelines for the Levels of Payment and/or Reimbursement

Boards have the right to decide how much and how often members, including the Manukura, are paid for attendance. Inland Revenue provides for a proportion of the fee to be non taxable in recognition that it covers the expense of attending meetings. Inland Revenue require members to start paying tax once their payments exceed the limits outlined below:

- \$75 per meeting for a Presiding Member (up to \$825 per year)
- \$55 per meeting for a board member (up to \$605 per year)

6. Haeata Board Member Payments

Fees approved by the Board are currently set at:

- \$150 per meeting for the Presiding Member (\$1,650)
- \$100 per meeting for a Board Member (\$1,100)
- \$150 per meeting for the Risk and Finance Committee Chairperson (\$1,650)
- \$100 per meeting for a Risk and Finance Committee member (\$1,100)
- \$50 per meeting for a Discipline Committee member (Various)

7. Withholding tax will be paid on all fees paid once the appropriate threshold has been met.

8. Additional Meetings

For those such meetings or other Board business which occurs within the normal working day of any Board member, and which require the Board member to either take leave without pay, or employ another person to replace them at their place of work, the Board should authorise payment according to the scale and conditions set out below:

- The meeting must be one which fulfils a statutory requirement for the Board
- Haeata must have sufficient non-Government funds to meet the payment
- All attendances and payments must be authorised by the Presiding Member
- The payment shall be at the rate that is fair and reasonable.

9. Reimbursements

All reimbursements are at the discretion of the Board and must be approved prior to any spending occurring. All approved out of pocket expenses will be reimbursed on presentation of appropriate receipts.

10. Attendance at Professional Development Sessions

All expenses associated with attendance at professional development sessions should be met by the Board when prior approval was sought and approved.

11. Approval

When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. As

part of its approval, the Board requires the Manukura to circulate this Policy to all members and for a copy to be included in the Kura policy manual. The Kura policy manual shall also be made available to ākongā and whānau at their request. The Board requires that the Manukura arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

12. Policy Review

The Haeata Community Campus Board is committed to sound financial management practices and the prudent management of all assets. This policy will be reviewed as part of the approved cycle of review.

Next Scheduled Review - **November 2022**