

## Trustee remuneration and expenses policy

### Outcome statement

Remuneration and reimbursement of expenses to trustees is transparent, fair and reasonable.

### Scoping

- The board exercises its right to set the amount that the chair and other board members are reimbursed for attendance at board meetings. These honoraria cover the expense of attending board meetings and are not payment for work undertaken.
- The principal, as a member of the board, is entitled to the same payment as all other trustees except the chair.
- Any other payments or reimbursements are at the discretion of the board.

### Expectations and limitations

Currently at Pakiri School:

- the chair receives \$75 per board meeting.
- elected board members receive \$55 per board meeting.
- there is no payment for working group/committee meetings.
- attendance fees are non-taxable within the agreed non-taxable amounts of \$605 annually for trustees and \$825 for the chair.
- Payment for Board meetings will be made in one annual lump sum following the final board meeting of the year.
- costs associated with attendance at professional development sessions may be met by the board but prior approval must be sought and included in the Board Minutes.
- all other reimbursements are at the discretion of the board and must be approved prior to any spending occurring.

### Procedures/supporting documentation

School reimbursement claim form.

### Monitoring

- Review of the pay schedule by the Board Chair prior to Board reimbursements.
- 3 yearly review of Policy & reimbursement amounts.

# Compliance

Income Tax Act 2007

IRD Honoraria payments to school trustees

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Reviewed: February 2020

Next review: February 2023

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