

## G3. Board Remuneration and Expenses Policy

### Outcome statement

Remuneration and reimbursement of expenses to members of the Board 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 Board members except the Chair.

Any other payments or reimbursements are at the discretion of the Board.

### Expectations and limitations

Currently at Wellington Seventh-day Adventist School:

- the Chair receives \$75 per board meeting attended
- elected Board members (including the staff appointee) receive \$55 per board meeting attended
- there is no payment for working group/committee meetings
- attendance fees are non-taxable within the agreed maximum non-taxable amounts of \$605 annually for trustees and \$825 for the Chair
- attendance fees are paid annually as a lump sum following the final meeting of each year or following the final meeting of an outgoing Board member
- costs associated with attendance at professional development sessions may be met by the board but prior approval must be sought
- 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 Forms
- Proprietors handbook for NZ Adventist School Board of Trustees
- School Governance Policies

## Monitoring

- Financial reporting
- Annual Audit report

## Compliance

- [Income Tax Act 2007](#)
- [IRD Honoraria payments to school trustees](#)

## Implementation

1. Implementation and review of the Board Remuneration and Expenses Policy is the responsibility of the Chair
2. All Board members will be introduced to this policy as part of their induction to the Board
3. The Board Remuneration and Expenses Policy will be reviewed every three years or earlier as necessary

---

Reviewed: 30 June 2020	Next review: 30 June 2023
------------------------	---------------------------

---