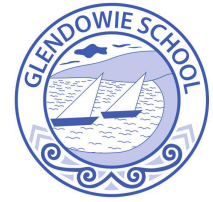


Glendowie School

Entertainment Policy



Rationale

The Board agrees that it has a responsibility to ensure that expenditure on entertainment incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

The Board requires the Principal, as the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Purposes of Entertainment

Entertainment expenditure in general will be for the following purposes:

- Building relationships and goodwill
- Representation of the school in a social situation
- Hospitality provided in the course of school business to external parties
- Internal social functions and celebration of significant events.
- As part of our Kāhui Ako (COL responsibilities of being the lead Principal and using this budget to support costs for events)

The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

School Events and Staff Meetings

This includes conferences, seminars, workshops, training courses and meetings.

Events should be held on school premises whenever possible.

When deciding upon catering, teachers should take into account the nature of the event and the quality of food required. Lunch should only be provided for staff meetings when staff are required to attend for a full day and at the discretion of the Principal.

Alcohol Purchases

The school should only purchase alcohol for entertainment purposes.

Purchases are usually for the consumption by staff and guests at school hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate responsible consumption only.

Food should always be provided at any event where alcohol is available, and soft drink alternatives will also be provided.

End of Year Staff Events

The Board will provide a Christmas lunch for staff each year, the budget for this to be approved at a Board meeting before the event.

The Board may make a contribution to the Staff Christmas party and this will be approved at a Board meeting before the event.

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 Principal to ensure this policy is available on the school website.

Approved: 20/03/2018

Board of Trustees Meeting

Signature of Chairperson:



Reviewed: 30/03/2021