

Policy Glendowie School

GIFTS POLICY



PURPOSE

- The Principal, as the Board's most senior employee, acts for the Board by approving the purchase of any gifts for staff, parents, Board or other parties which are clearly linked to the business of the school
- The Principal will advise the Board of any gifts given or received outside our policy or procedural guidelines
- In a situation that the Board is unsure about the appropriateness of the gift then they will seek independent advice e.g. NZSTA

GUIDELINES

Giving of Gifts


- All gifts should be receipted through the School's normal purchase procedures
- All purchases will be reviewed by the Finance Committee of the Board as part of their regular review of monthly finances
- The cost of the gift should be reasonable and appropriately reflect the benefit received
- Gifts or contribution to gifts for staff should also follow the Guidelines re Staff Gifts procedure
- Gifts given in recognition of employment of services rendered by employees (including payments made when employees retire) will seek approval from the Secretary of Education to ensure there is no conflict with the relevant collective contract only in cases where the threshold significantly differs from our policy or procedures for giving gifts.
- The Board may wish to express their thanks to parents or other community members who donate services to the school by way of a small gift.
- Employees travelling overseas may give a small gift to their hosts (see also our travel policy) or as part of our International marketing.
- In all giving of gifts the principles and integrity around the giving of gifts will be respected (see also bullet point 1 of receiving of gifts)

Receiving of Gifts

- Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation
- If gifts received are small and of little value (under \$100) then the recipient may keep the gift
- If the gift is estimated to be worth more than \$100, or in the form of cash, then the recipients must advise the Board (through the Principal) of the gift. The gift will be given to the school to use and hold for the specific purpose declared by the giver or identified by the Board's Finance Committee
- If the gift (more than \$100) arises from an employee's role as an employee of the

Board, then the gift remains the property of the Board. Receipt of the gift should be declared to the Principal

- The Board acknowledges that at times parents may combine resources to give a gift to a staff member, and in this instance it is clearly accepted that the gift is reasonable and can be accepted and kept by the intended recipient.
- Gifts to boards of trustees Section 159 of the Education and Training Act 2020 and section 167 of the Crown Entities Act 2004 allow a board to accept or decline any gift of money or property. Where a board accepts the gift of an item that it could not acquire on its own behalf (for example, real property or securities that are not authorised by the Education and Training Act 2020 or by approvals given by the ministers of Education and Finance), the Education and Training Act 2020 allows the board to continue to hold that gift for a period that is reasonable in the circumstances. In these circumstances, boards wishing to retain the gift are advised to seek approval within 12 months of receiving it. If approval is not forthcoming then the board must return the gift. In some circumstances, a board may receive a gift or bequest where, as a condition of the gift or bequest, the board must continue to hold a security in its current form. This form of gift or bequest is common in schools where the donor or testator determines that the school should continue to hold the security and fund activities or prizes from any return on that security. In these circumstances the acceptance of a conditional gift or bequest creates a trust and section 161(2) of the Crown Entities Act exempts the board from the requirement to hold only authorised securities. The Board may, therefore, continue to hold the gifted or bequeathed security in perpetuity without need to seek approval.
- a Principal or Trustee should consider if any gifts offered to them could give rise to a conflict of interest and therefore should be declined. For example, if a gift was offered from a construction firm when the school was about to tender a construction project

Approved:	Board of Trustees Meeting
<u> 20 </u> / <u> 03 </u> / <u> 18 </u>	
Signature of Chairperson :	
Reviewed: 25 / 05 / 2021	