

# **MAHANA SCHOOL PROCEDURE**

## **ENTERTAINMENT**

The Board of Trustees (the Board) of Mahana School (the School) has consulted with staff and parents in the formulation of this Procedure (the Procedure). The Procedure was approved and adopted by the Board at its meeting held on 23 May 2011 and became effective from that date.

### **Introduction**

1. 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 Procedure to the Principal.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Procedure. 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.
3. This Procedure must be read in conjunction with other Board Procedures, and the exercising of all authority and responsibilities conferred under this Procedure must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Purposes of Entertainment**

4. 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
5. 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**

6. This includes conferences, seminars, workshops, training courses and meetings.
7. When deciding upon a venue, teachers should take into account location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.
8. 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 where it is not possible to arrange the meeting for a period which avoids the lunch break.

### **Alcohol Purchases**

9. The school should only purchase alcohol as a gift or for entertainment purposes.
10. 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 consumption only.

### **Approval**

11. When the Board approved this Procedure it agreed that no variations of this Procedure or amendments to it can be made except with the unanimous approval of the Board.
12. As part of its approval the Board requires the Principal to circulate this procedure to all staff, and for a copy to be included in the School Policies and Procedures Manual, copies of which shall be available to all staff. The School Policies and Procedures Manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Procedure and other procedures approved by the Board.

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Signed

Board Chairperson

On behalf of, and with the authority of the Board on \_\_\_\_\_

Adopted: 23/05/2011