



## **GIFT AND ENTERTAINMENT PROCEDURAL GUIDELINES**

The Board of Trustees of Winton School has consulted with staff and parents in the formulation of this Gift and Entertainment Procedure. The Procedure was approved and adopted by the Board at its meeting held on 15 August 2007 and became effective from that date.

### **RATIONALE – GIFTS**

To ensure clear understanding of expectations when staff leave Winton School and other personal circumstances.

### **INTRODUCTION**

1. The Board agrees that it has responsibility to ensure that expenditure on gifts and entertainment incurred by the School must clearly be linked to the business of the school. The Board has agreed on the fundamental principals of this procedure, and has delegated responsibility for the implementation and monitoring of the procedure to the Principal.
2. The Board requires the Principal, as chief executive and the Boards 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 procedure.
3. This procedure must be read in conjunction with other Board Policies and procedures, and the exercising of all authority and responsibilities conferred under this procedure must be in accordance with the Schedule of Delegations (if required).

### **GIVING GIFTS**

4. All gifts should be purchased through the School's normal purchase procedures. Gift purchases are not to be made using credit cards or manual cheques.
5. A full register must be maintained of all gift purchases and recipients. The Board will review this register periodically.
6. The costs of a gift should be reasonable and appropriately reflect the benefit received.
7. Staff may contribute to a farewell gift for an employee. This would be organised by staff members on a voluntary basis.

REASON	GIFT OPTIONS
Leaving/Retirement	Up to the value of \$40 for every complete year of service or \$150 whichever is the lower. This is a guide and is up to the discretion of the board.
Weddings	Up to the value of \$60-\$70
Engagements	Card
Births	Card and flowers/gift to the value of \$35
Deaths	Partners/parents/children, flowers/plant/card to the value of \$60 Brothers/sisters/in-laws, card
Hospital	Card/flowers
Graduation	Card and flowers up to the value of \$40
Casual Staff	Card

## **RATIONALE - 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

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**

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

2. 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 home location.

3. When deciding upon catering, teachers should take into account the nature of the event and the quality of food required.

## **ALCOHOL PURCHASES**

4. The school should only purchase alcohol for entertainment purposes.

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

## **APPROVAL**

As part of its approval the Board required the Principal to circulate this procedure to all staff, and for a copy to be included in the School Governance Manual and Staff handbook, copies of which shall be available to all staff. The procedure shall also be made available to students and parents at their request. The Board required that the Principal arrange for all new staff to be made familiar with this procedure and other procedures approved by the Board.

Reviewed: December 2019

Next Review: December 2022