

Contents

A. Introduction	1
B. Purposes of Entertainment	1
1. Entertainment expenditure in general will be for the following purposes:.....	1
2. Transparency	1
C. General	1
1. School Events and Staff Meetings	1
2. Alcohol Purchases	2
3. Approval of this Procedure	2

A. Introduction

- a. 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 procedure.
- b. 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 procedure.
- c. This procedure must be read in conjunction with Board policies and school 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.

B. Purposes of Entertainment

- 1. Entertainment expenditure in general will be for the following purposes:**
 - a. Building relationships and goodwill
 - b. Representation of the school in a social situation
 - c. Hospitality provided in the course of school business to external parties
 - d. Internal social functions
- 2. Transparency**
 - a. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

C. General

- 1. School Events and Staff Meetings**
 - a. This includes conferences, seminars, workshops, training courses and meetings.
 - b. 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.
 - c. 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.

2. Alcohol Purchases

- a. The school should only purchase alcohol for entertainment purposes.
- b. 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.

3. Approval of this Procedure

- a. 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.
- b. As part of its approval the Board requires the Principal to circulate this procedure to all staff, and for a copy to be included on the school's website.
- c. The Board requires that the Principal arrange for all new staff to be made familiar with this procedure.

This procedure is reviewed as part of the Christchurch South Intermediate School Board of Trustees' programme of review.