



ENTERTAINMENT GUIDELINES

PURPOSE

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 delegated responsibility for the implementation and monitoring of these procedures to the Principal.

GUIDELINES 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

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.

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.

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

The school should only purchase alcohol for entertainment purposes.

Purchases need to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

APPROVAL

Any variations of these procedures require the formal approval of the Board of Trustees.