

Entertainment Policy

Relevant Legislation	Public Finance Act 1989 Crown Entities Act 2004 Public Finance Act 1989 Education and Training Act 2020
Relevant Government Policy	National Administration Guideline 4
Responsibility for Policy	Board, Manukura and Risk & Finance (RAF) Committee
Application	This policy applies to all kaimahi with delegated authority to incur expenditure on behalf of Haeata Community Campus.
Current version	March 2022
Next Review Date	November 2022

1. Introduction

The Board agrees that it has a responsibility to ensure that expenditure on entertainment incurred by the Kura must clearly be linked to the business of the kura. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the principal.

2. Purpose

The Entertainment Policy provides guidance and establishes procedures for all kaimahi incurring approved expenditure on behalf of Haeata Community Campus. This Policy must be read in conjunction with other Board policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Public Finance Act 1989 and the Schedule of Delegations, and may not exceed an individual's established level of delegated authority. Entertainment expenditure in general will be for building relationships and goodwill, the representation of the school in a social situation, hospitality provided in the course of school business to external parties and internal social functions. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

3. Parties

The Board requires the Manukura as the chief executive and the Board's most senior advisor, to implement and manage this Policy. The Manukura may, from time to time, further delegate some of their responsibilities, and all such delegations must be approved by the Board and attached as appendices to this Policy.

4. School Events and Kaimahi Meetings

For the purposes of this policy meeting include conferences, seminars, workshops, training courses and general meetings. When deciding upon a venue, organisers should take into account location, accommodation standard and tariff rates. Organisers should give due consideration to annual budget allocations, the nature of the event, total cost, expectations of participants and their home location. When deciding upon catering, organisers should take into account the nature of the event and the quality of kai required. Lunch should only be provided for kaimahi meetings where it is not possible to arrange the meeting for a period which avoids the lunch break. Ākonga may **never** be provided with alcohol while at kura or at a function related to the kura.

5. Alcohol Purchases

The kura shall only purchase alcohol for entertainment purposes. Purchases are usually for the consumption by kaimahi 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.

6. Approval

When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. As part of its approval, the Board requires the Manukura to circulate this Policy to all kaimahi and for a copy to be included in the Kura policy manual. The Kura policy manual shall also be made available to ākonga and whānau at their request. The Board requires that the Manukura arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

7. Policy Review

The Haeata Community Campus Board is committed to sound financial management practices and the prudent management of all assets. This policy will be reviewed as part of the approved cycle of review.

Next Scheduled Review - **November 2022**