

KAIKORAI VALLEY COLLEGE



ENTERTAINMENT AND HOSPITALITY PROCEDURE

Rationale

The purpose of this procedure is 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, and has delegated responsibility for the implementation and monitoring of this procedure to the Principal.

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.

Guidelines

Purposes 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, staff 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, staff 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 and gifts for guest speakers and workshop facilitators. The Principal may purchase alcohol as gifts for staff.
- 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.
- Non-alcoholic beverages will be made available.

Procedure Review

This procedure will be reviewed by the Board in accordance with its procedure review guidelines and timetable. 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.

Date of Discussion by Board	30 November 2016
Adopted as a Procedure	30 November 2016
Reviewed	17 March 2020