



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	GRATUITIES
Reference Number	C309
Section	Staff
Written By	Executive Officer
Checked By	Headmaster
Approved By	BOT Chair
Issue Date	November, 2021
Review Date	November, 2024
Associated Policies	Sensitive Expenditure. (D407).
Associated Procedures	

RATIONALE :

The Board accepts that from time to time parents, pupils, suppliers, and other persons with an involvement with the school will want to demonstrate their gratitude to a particular teacher(s) or a staff member for a variety of reasons. This may result in gifts being provided to individual staff members. The Board is of the view that it is appropriate for a Register of such to be kept. This ensures transparency and avoids any suggestion of impropriety in such gifts.

PURPOSE :

The Board therefore requires the Headmaster to establish and maintain a Register of Gifts of a value over \$100.00. On no account, is a staff member, or a member of the Board of Trustees permitted to receive cash from any person.

GUIDELINES :

1. The Headmaster will establish a Register which shall be kept by the Executive Officer.
2. Any gift of value greater than \$150.00 shall be entered into the Register.
3. For the avoidance of doubt, gifts shall include the following:
 - 3.1 Tickets to view sporting fixtures;
 - 3.2 Travel, clothing or gift vouchers.
4. If in doubt, then enquiry should be made to the Headmaster.

BE THE EXAMPLE

