



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	GRATUITIES
Reference Number	C309
Section	Staff
Written By	NPBHS Executive Officer
Checked By	NPBHS Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	<u>D407 Sensitive Expenditure</u>
Associated Procedures	Gratuities Register

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 \$200.00. 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 Board Secretary.
2. Any gift of value greater than \$200.00 shall be entered into the Register.
3. For the avoidance of doubt, gifts shall include the following:
 - Tickets to view sporting fixtures;
 - Travel, clothing or gift vouchers.
4. If in doubt, then enquiry should be made to the Headmaster.

Related Documentation:

- Controller and Auditor General NZ

