

## **Cornerstone Academy Entertainment Policy**

Cornerstone Academy has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Governing Council at its meeting held on May 15, 2016 and became effective from that date.

### **Introduction**

- (1) The Governing Council 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 Governing Council has agreed on the fundamental principles of this Policy, and recognises that responsibility for the implementation and monitoring of this Policy is with the Principal.
- (2) The Principal will implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- (3) This Policy must be read in conjunction with other Governing Council Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with appropriate Delegations and may not exceed an individual's established level of delegated authority.

### **Purposes of Entertainment**

- (4) 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 members of the school community and other external parties
  - Internal social functions
  - Recognition of ongoing contributions of labour and/or support for the school generally or specific school programs
  - Appropriately authorised celebratory and recognition events within the school community
  - Initiatives to support the psychological well being of staff specifically and the site generally.
- (5) 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**

- (6) This includes conferences, seminars, workshops, training courses and meetings.
- (7) 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.

- (8) When deciding upon catering, staff should take into account the nature of the event, the mix of attendees, cultural considerations and the quality and type of food and beverage required. Lunch should generally only be provided for staff meetings where it is not possible to arrange the meeting for a period that avoids the lunch break. However, on staff conference days the provision of lunch is part of the conference resources and costs.

### **Alcohol Purchases**

- (9) The school should not purchase alcohol for entertainment purposes. It is similarly inappropriate though for a gift comprising an alcoholic beverage to be regarded.

### **Approval**

- (11) When the Governing Council approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Governing Council.
- (12) As part of its approval the Principal will ensure a copy is included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Principal will arrange for all new staff to be made familiar with this Policy and other policies approved by the Governing Council.

Signed

Governing Council Chairperson

Governing Council Treasurer

Principal

On behalf of, and with the authority of the Governing Council on \_\_\_\_\_