



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	GRATUITIES
Reference Number	C309
Section	Staff
Written By	NPBHS Board of Trustees Policy Committee
Checked By	NPBHS Board of Trustees Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	
Associated Procedures	

RATIONALE :

The Board accepts that from time to time parents, pupils and other persons with an involvement with the school will want to demonstrate their gratitude for a variety of reasons. This may result in gifts being provided to individual staff members. The Board is mindful, that 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 and furthermore, on no account is a staff member, or a member of the Board of Trustees, permitted to receive any gift or gratuity from a supplier of goods and services or an intended supplier of goods and services to the School.

GUIDELINES :

1. The Headmaster will establish a Register which shall be kept by the Executive Officer.
2. Any gift of value greater than \$100.00 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, wine.
 - 3.3 If in doubt, then enquiry should be made to the Headmaster.

30 January, 2011

