

Hospitality Policy

RATIONALE

The Department of Education (DE) has directed that the Board of Governors for each school should agree a policy for hospitality and related areas of expenditure e.g. floral tributes, small gifts and other tokens of appreciation. Propriety* demands that in all cases expenditure on hospitality and related areas must be necessary, appropriate to the occasion, represent an effective use of school funds and be of a reasonable amount. The scope of the policy includes activities to promote the school to the public and the provision of hospitality in connection with official school business.

AIMS

- Expenditure on hospitality and related areas must be directly related to, or associated with, the active conduct of official school business. When the school spends public money on hospitality or related areas, the occasion must, in the best judgement of the Governors, produce a clear benefit for the school with no personal benefit for staff or Governors.
- When determining whether such expenditure will produce a benefit for the school the Governors must evaluate the importance of the event in terms of the costs involved, the availability of funds and any alternatives that would effectively serve the same purpose.
- Hospitality in this context includes meals, snacks, refreshments and beverages such as tea or coffee. Staff should not be provided with hospitality except when work sessions extend over meal times or beyond normal working hours. The Principal's discretion and due regard for economy will be the guide on such occasions and in ensuring that hospitality is not offered to close colleagues working together on a regular basis.

PROCEDURES

- Tea/coffee and biscuits may be provided at meetings with visitors to the school eg parents, staff from other schools, inspectors and other officials.
- Public funds may only be used to provide hospitality, floral tributes, small gifts or other tokens of appreciation at the discretion of the Principal and by approval of the Board of Governors.
- The school may choose to use the School Fund rather than LMS funds for hospitality. The principles outlined above will apply in either case and the Governors must ensure that in the case of school funds such use is permissible having regard to the purposes for which the funds were provided to the school.

**Propriety – Government Accounting defines propriety as the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of Parliamentary control.*

This policy was last reviewed by the Leadership Team: November 2016

Due to be Reviewed: November 2018