



ST THOMAS'S
SCHOOL

School Events and Professional Development Meetings Policy

1. 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 external parties
 - Internal social functions
2. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.
3. School Events and Staff Meetings
 - This includes conferences, seminars, workshops, training courses and meetings.
 - When deciding upon a venue, teachers should take into account location, accommodation standard, tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.
4. Alcohol Purchases
 - The school should only purchase alcohol for entertainment purposes.
 - Purchases are usually for consumption by staff and guests at school hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

Ratified by Board

Signed A. CW

Date 10/9/2024

Reviewed: August 2024

Next Review: August 2027
