

PROCEDURE 78: FUNDING OVERSEAS TRAVEL, TO SUPPORT THE CURRICULUM, USING CROWN FUNDS

This School Procedure is also included as a policy in the Whareorino School Board Policy Framework.

Funding Checklist

After reviewing the Office of the Auditor General's 2016 Audit of Schools, Whareorino School Board has updated our guidance on funding overseas travel to support the curriculum.

This checklist below is to be completed by the board when considering whether to approve expenditure on overseas travel to support the curriculum using Crown funding. A completed and signed checklist for each proposed trip must be kept for audit purposes, as well as a copy of the board minutes of each decision.

While a board has discretion to make decisions on the expenditure of Crown funding, there must be reasonable justification for how the proposed expenditure supports the board's primary objective – achievement of all students at the school. The board must act in a way that is financially responsible. The two main questions a board must ask when considering whether an overseas trip is appropriate are therefore:

1. How would the proposed trip support the curriculum?
2. How would the trip be paid for?

The checklist below provides the board with a framework to guide the board's thinking. Considering the following questions will help to demonstrate reasonable justification for approving expenditure on overseas travel.

Information about the proposed trip

- Purpose?
- Where to and for how long?
- Who is attending?
There should be no personal gain or perception of personal gain for individuals on the trip (e.g. the school funding private travel by an individual on the trip of other family members).
- What is the budget?
Make sure the budget includes all associated costs, including any staffing implications (e.g. reliever costs), and how the trip might affect the school's overall financial position.

Question one: How will the proposed trip support the curriculum?

Guiding Questions

How does the overseas travel for students and staff support the board's primary objective – student achievement?

- how does the overseas travel for students and staff link to learning outcomes?
- what curriculum outcomes is the experience likely to help students achieve?
- how might the learning of this trip be shared with other students, staff, and community members?
- how does the expenditure further the aims of the school as set out in its charter?

Question two: How will the proposed trip be paid for?

Guiding Questions

Is the overseas travel affordable in relation to other competing priorities?

- why is this experience likely to be more effective than a local or virtual alternative?
- why is this spending justified for a select number of students (where applicable)?

Other competing priorities should include but are not limited to:

- curriculum expenses
- asset replacement/maintenance
- staff development
- having sufficient working capital/available cash

Accounting for expenditure

Overseas travel for students and staff using crown funding must be reported in the notes section of the School's Annual Audited Accounts.

The trip for _____ to travel to _____ is

APPROVED/DECLINED

Signed:

Board Presiding Member

On behalf of, and with the authority of, the Whareorino Board on _____

C. Stevenson
PRINCIPAL

Dated: March 2022

