



**Koha is a gift or form of acknowledgment from  
Allandale School to another party.**

It is the Board of Trustees policy that KOHA can be used as per the definition in accordance with the standards set out herein and applied consistently within Allandale School.

**PURPOSE:**

To assist the Principal to budget/plan for KOHA for their respective services.

- (a) To assist the Principal to understand and clarify when KOHA is appropriate to use.
- (b) To ensure that KOHA is not confused with “a fee for service”.
- (c) To ensure that the KOHA is available for use by all Allandale School Staff.
- (d) To ensure that the form or amount of the KOHA is appropriate.

**DEFINITIONS:**

**For the purposes of this policy:**

<b>Koha</b>	For the purpose of this policy, “it is a gift or form of acknowledgement from Allandale School to another party”.
<b>Kaupapa</b>	Any purpose of involvement by Allandale School with another individual, party or organisation that is relevant and appropriate to be undertaken by the school.
<b>Kaumātua</b>	A Cultural Representative appropriately acknowledged as Mana Whenua of the area within the tribal boundaries of Ngāti Awa and the region of Mataatua.
<b>Pōwhiri</b>	A formal Māori welcome, supported by, and if necessary, arranged and/or undertaken by Allandale School in consultation with the Principal.
<b>Mihi Whakatau</b>	A less formal Māori welcome which includes a karakia, greeting and waiata.
<b>Pou / Hihiri / Karakia / Rūruku</b>	A spiritual acknowledgement or an indigenous ritual incantation.
<b>Tūpāpāku</b>	A deceased person.
<b>Marae</b>	A traditional gathering place to tangata whenua/or Māori, or a venue identified by the tangata whenua (host) serving the purpose for a gathering of people. An ancient institution where Māori ritual, protocols, beliefs and customs are practised.
<b>Tangata Whaiora / Te Hunga Mauiui / Uri Haumate / Whānau Tūpāpāku</b>	Individual or whānau that recognises a state of spiritual and/or physical unwellness, sickness or a deceased family or person.

**EXCLUSIONS:**

- (a) Any exclusions need to be discussed and or approved by the Principal.
- (b) Fee for service payment.

**STANDARDS TO BE MET:**

There are many situations where KOHA can be used:

1. **Tangihanga** – Where staff attend as a group to pay their respects.

2. **Hui/Wananga/Formal Gatherings** – Where attendance is required by staff and a contribution is deemed to be appropriate.
3. **Kaumātua** – Who may be asked to participate and or provide a skill or expertise in a particular manner such as:
  - (a) Pōwhiri.
  - (b) Mihi Whakataua.
  - (c) Karakia or blessing of whenua, taonga, whakairo, building and rooms, lifting of tapū.
  - (d) Karakia with tangata whaiora, uri haumate, whānau tūpāpāku, te hunga mauīui.
4. **Formal hui or events initiated by Allandale School that require:**
  - (a) The use of a marae or other venue.
  - (b) Meals and or accommodation to be supplied. (A separate payment may be required for both)

#### **FEE SCHEDULE:**

1. **Tangihanga** – Up to \$200 per day depending on size of the group and importance of the event.
2. **Hui/Wananga/Formal Gatherings** – Up to \$200 per day depending on size of the group and importance of the event.
3. **Kaumātua** – Up to \$50 per ½ day, \$100 per day. This could also include gift vouchers or tokens instead of a monetary payment.
4. **Formal hui or events initiated by Allandale School** – This may vary according to the charges set by each marae committee or any Māori organisation or venue where a hui is being hold.

#### **PROCEDURE:**

- (a) All requests for KOHA should be in writing stating purpose, event and particulars of recipient.
- (b) All payment methods should be stated, i.e. cheque, cash or direct debit.
- (c) All requests to be discussed and approved by the Principal or Board of Trustees.
- (d) All KOHA amounts requested and approved to be in accordance with the Financial Delegations Policy.

#### **CROSS REFERENCES**

Gift Policy