



**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:

Koha	For the purpose of this policy, “it is a gift or form of acknowledgement from Allandale School to another party”.
Kaupapa	Any purpose of involvement by Allandale School with another individual, party or organisation that is relevant and appropriate to be undertaken by the school.
Kaumātua	A Cultural Representative appropriately acknowledged as Mana Whenua of the area within the tribal boundaries of Ngāti Awa and the region of Mataatua.
Pōwhiri	A formal Māori welcome, supported by, and if necessary, arranged and/or undertaken by Allandale School in consultation with the Principal.
Mihi Whakatau	A less formal Māori welcome which includes a karakia, greeting and waiata.
Pou / Hihiri / Karakia / Rūruku	A spiritual acknowledgement or an indigenous ritual incantation.
Tūpāpāku	A deceased person.
Marae	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.
Tangata Whaiora / Te Hunga Mauiui / Uri Haumate / Whānau Tūpāpāku	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 mauiui.
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