



Board Policy |

Evaluation Summary Form |

Policy name	CREDIT CARD			
Date last review	August 2015	Date this review	June 2018	
Names of Evaluation team members	<ul style="list-style-type: none"> a. Glen Buckner b. Richard Vanderpyl c. Craig Utting 			
Names of focus group interviewees (optional)	Colleen Steyn			
Who was consulted and the number of respondents	Circle	Number	Circle	Number
	Board	7	Pupils	0
	Staff	15	Parents	0
1. Executive summary of responses - key messages.				
Include commendations, concerns, recommendations.				
<ul style="list-style-type: none"> • Excellent response rate to survey. All Credit Card holders, except for Paul Hartstonge. • 100% agree Policy is needed. • Most (81%) happy with policy. Only a few clarifications asked for by International College and one Credit Card holder. • 40% felt there needed to be a Special Character reference in the policy. 				
2. List recommendations for changes.				
Attach updated Policy with tracked changes.				
<ul style="list-style-type: none"> a. This Policy operates within the parameters set by the Special Character Policy. b. International College Cash Advances c. Add 'Loss of Receipt': first endeavour to obtain a copy of the receipt or failing that, write a list of items purchased and a reason for loss of receipt. d. Small grammatical edits as shown in tracked changes. e. Finance Manager to have all Credit Card holders resign the Credit Card Policy annually and report this to the Finance meeting. Staff to retain a copy of the Credit Card Policy. 				
3. Are there any next steps?				
Do we need to identify a Spiral of Inquiry to resolve concerns or gaps?				
Next Steps				
<ul style="list-style-type: none"> a. Approve revised Credit Card Policy b. All Credit Card holders to resign the Credit Card Policy and retain a copy. 				

