



ST THOMAS'S
SCHOOL

Delegated Authority Policy

Introduction

The Education and Training Act 2020 allows the Board of Trustees to delegate any of the functions or powers of the Board, (except the power to borrow, and the general power of delegation), either generally or specifically.

Currency

- a) Until revoked, a delegation to a committee or individual continues in force even if the membership of the Board or Committee changes.
- b) The schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Board Chair, the responsibilities delegated to the chief executive (the principal), and those responsibilities that the principal can delegate to specified staff positions.

Delegations retained by the Board

The board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

- a. The commitment or purchase of capital expenditure.
- b. Approval of all operating, capital, cashflow and property management budgets and amendments to these budgets
- c. Commitment of operating expenditure for any invoice in excess of \$10,000
- d. The disposal of fixed assets with a cost price in excess of \$5,000.
- e. The transfer of money between any board cheque and term deposit for a period longer than 6 months.
- f. The termination of employment of any paid employee.
- g. Signing applications for special grants for additional buildings, and agreements to build via the Ministry of Education's local office.
- h. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament.
- i. Responses to the Secretary for Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the board or presiding member.
- j. The initiation of any legal actions and any communications in relation to these actions.
- k. Signature of any formal or legal agreement which is in the name of the school and must involve the board.

Chairperson

The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board process.

Role of the Chair

- a) To ensure that all trustees understand and adhere to the Code of Conduct.
- b) To chair Board meeting and ensure they run smoothly and democratically.
- c) To encourage full participation of all trustees in Board meetings.
- d) To ensure an agenda is prepared for meeting in consultation with the principal.
- e) To develop a good working relationship with the principal through regular contact.
- f) To share all relevant information with the full Board, as appropriate, in a timely manner.
- g) To ensure that the principal's performance agreement and appraisal are completed on an annual basis.

Delegation to the Chairperson of the Board

- a) The Chairperson shall be the joint spokesperson, with the principal, for the Board on all matters relating to the School and Board.
- b) The Chairperson shall have the authority to make decisions, in consultation with the Principal and Deputy Chairperson, that binds the Board when urgent matters require a decision (such as in an emergency) and the convening of a Board meeting is not practicable under the emergency circumstances.
- c) The Chairperson shall represent the Board on all other day to day matters, including corresponding on the Boards behalf.
- d) The Board Chair is delegated the responsibility for undertaking the principal's annual appraisal. The Board Chair may employ an external consultant to support this process.

Board delegations to the principal

- a. The day-to-day operation and resource management of the school.
- b. The principal shall be the joint spokesperson, with the Chairperson, for the Board on all matters relating to the School and Board.
- c. The principal is delegated authority to appoint all staff up to the role of Deputy Principal.
- d. The principal has authority to grant discretionary leave up to a maximum of five days for teaching staff and authority to grant discretionary leave for support staff.
- e. The principal has authority to attest the performance of teachers and appraisal of all staff. In turn, the principal may delegate this task to senior members of staff.

- f. The principal is delegated the task of undertaking police vetting and teacher registration. In turn, the principal may delegate this task to senior members of staff.
- g. The Principal is delegated authority to deal with all employment issues relating to support/ancillary staff. This includes performance management, undertaking disciplinary investigations, conveying disciplinary hearings, and issuing sanctions including warnings. The principal may delegate some of these functions to senior members of staff.
- h. The principal is delegated to authority to commence preliminary inquiries under Section 10.4 (Discipline) and 10.7 (Competency) of the Primary Teachers Collective, resolve matters informally, and issue verbal and written warnings as appropriate. Should the matter be regarded as serious, then the principal shall refer the matter to the Board.

The principal is delegated authority under Section 10.5 (Suspension) at any time, including during an inquiry or following receipt of a complaint, if satisfied that the welfare and/or interests of any students attending the school or of any employee at the school so requires.
- i. The principal has authority to spend up to the limits of the approved annual budget within respective categories.
- j. The principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis up to a limit of \$5,000. Power exercised under this authority will be reported to the next meeting of the Board.
- k. The principal is delegated authority to act as the Boards Privacy Officer. The principal may delegate this task to a senior member of staff.
- l. The principal is delegated authority to approve day trips for students. The Board retains authority to approve overnight trips and camps for students.
- m. The principal, in consultation with the Board Chair, has authority to close the school if necessary due to exceptional circumstances eg on advice of the Ministry of Health around pandemic issues or in an emergency.
- n. The principal has authority to sign declarations on behalf of the Board in relation to information required by the Ministry of Education.
- o. The principal is delegated authority to complete any mandatory reports to the New Zealand Teaching Council.
- p. Approval of any orders for goods and services up to the value of \$10,000 and provided such an order will not exceed the board approved budget allocation for the expenditure item involved.
- q. Ordering fixed assets for which the capital expenditure has the prior approval of the board.
- r. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
- s. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the principal deals as part of their curriculum and resource management responsibilities.

During any absence of the principal from the school for more than 7 days, these delegations shall be exercised by the acting principal with the separate and prior approval of the Chairperson.

Ratified by Board
Signed <u>Chouker</u>
Date <u>1/11/22</u>