

## Pembroke School Board of Trustees Policy

# Delegations 2023

### **Purpose**

To ensure clear designations of delegated authority from the Board.

**The Board approves delegations of authority as summary listed in this policy on the understanding that those with delegated authority are accountable to the Board and are required to uphold any directions it may give from time to time.**

Governance:

1. The Principal is delegated the authority for all day to day management of the school. The Principal is delegated responsibility for the delivery and design of the school curriculum in accordance with "The New Zealand Curriculum."
2. Delegation of the Principals Authority - In the absence of the Principal from the school, all the powers vested in the Principal are delegated to the Deputy Principal and in the absence from the school of both the Principal and the Deputy Principal the Principals powers are delegated to a person duly delegated by the Principal. (This delegation has a time limit of two weeks).
3. Delegation of the Board Chair's authority - The Chair authority is delegated to the Deputy Chair if the Chair is unavailable. When the Chair will be unavailable for more than one month, the delegation shall be confirmed by a Board of Trustees resolution.

NAG 3 - Personnel Management

1. Principals Appraisal / professional growth cycle- The Board of Trustees delegates the responsibility for undertaking the Principals annual appraisal to a Board sub committee each year. The Board may also employ an external consultant.
2. Staff Appraisal - The Principal is delegated the responsibility for undertaking the annual staff appraisals. In turn the Principal may delegate parts of this task to senior members of staff and/or external consultants.
3. Staff Appointments -The Principal is delegated full board authority to appoint staff within the limitations detailed in the procedures for staff appointments.
4. Discretionary Leave  
The Principal is delegated full Board authority to grant discretionary leave up to a maximum of one day for staff as per the leave policy.
5. Attestation of Teacher Performance for Salary Increment  
The Board delegates to the Principal the task of the attestation of teacher performance. In turn the Principal may delegate this task to senior members of staff.
6. Staff Disciplinary Issues  
Support Staff: The Principal is delegated full board authority for all employment issues including disciplinary action up to and including dismissal.  
Teaching Staff: The Principal is delegated authority to investigate complaints and to issue verbal and written warnings as appropriate in accordance with employment law and the relevant collective agreement. Any such warnings must be reported to the Board of Trustees at their next meeting. The Principal may suspend any employee during an inquiry or following receipt of a complaint if

satisfied that the welfare and/or interests of any student attending the school or of any employee at the school so requires.

Where the initial investigation indicates that there is a serious case to answer, and that it could result in dismissal, the Principal will refer the matter to the Board of Trustees. The Board of Trustees will delegate authority to a Board subcommittee to instigate a formal investigation and decide upon the outcome.

The Principal is delegated authority to instigate competency procedures in relation to teaching staff in accordance with the Primary Teachers (including deputy and assistant Principals and other unit holders) collective agreement. Any such procedures must be reported to the Board of Trustees at their next meeting.

#### Nag 4 – Finance

1. The Board of Trustees

Urgent financial decisions outside of regular board meetings will be undertaken using our electronic decision making procedure.

2. Principals Authority

The Principal has authority to spend up to the limits of the approved annual budget within respective categories.

3. Principals right to delegate

The Principal has authority – within the limits imposed by 2 above to delegate spending limits to identified staff.

4. Principals right to replace capital items

The Principal has authority to replace capital items not approved in the budgeting process on an ‘urgent’ basis. Power exercised under this authority will be reported to the next meeting of the board.

5. Signing Authority

All bank accounts and authorities may be signed/authorised on behalf of the Board by any two of the following:

- The Principal
- Administration officer/ Board Secretary
- Board of Trustees Chairperson
- Board of Trustees Treasurer

6. Investments

Delegation to invest board funds is granted to the Principal and the school administration officer in compliance with the Education Act. Funds may not be invested outside the school’s bank unless the Board authorises.

7. Payroll

The Principal has authority to administer the payroll (with exception of the Principals Salary). Appointments and resignations will be reported to the next meeting of the Board. Increments will be in accordance with Collective agreements.

#### Nag 4 - Property

1. Administration

The day to day administration of property is the responsibility of the Principal. In turn the Principal may delegate this task to the Administration officer.

2. Property Management

The Principal is delegated the responsibility to manage individually approved projects. In turn the Principal may delegate this task to the Administration officer. Larger projects may involve an external property project manager being appointed.

3. Property Management - Limitations

The Principal has authority to spend up to the limits of the approved budget. External property project managers will have contractual spending limits within the approved budget for the specific projects.

#### Nag 5 - Safe Environment

1. Emergency Plan Co-ordination

The Principal is delegated responsibility for emergency plan co-ordination; the Principal may delegate this task to a senior member of staff.

#### Nag 5 - Pupil Stand downs, suspensions exclusions and expulsions

1. Discipline Committee Powers

Belinda Hirst, Phil Crossan, Peter Middlemiss and Gemma Cathcart form the discipline committee of the Board of Trustees and make a final decision.

#### Nag 5 - Health & Safety

1. Health & Safety is delegated to the Principal who acts on information reported by duty teachers. These are transferred to the health and safety manual and checked off as any work required is completed and this is reported to the Board monthly.

2. Deputy Principals power to act for the Principal

The Deputy Principal has full authority to act for the Principal in the absence of the Principal for all matters of student discipline.

Nag 6 – Administration & Legislative Compliance

Privacy Officer – The board will appoint a privacy officer at the beginning of each year to act as the Boards Privacy officer. The Privacy Officer will implement and/or follow the specific criteria as outlined in the terms of reference for this position. Privacy officer is Gemma Cathcart for 2023

<https://www.privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/Privacy-in-Schools-September-2009.pdf>

1. School Closure – The Principal has authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues.
2. Signing declarations – The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.
3. Mandatory Reporting – The Principal is delegated to complete mandatory reports to the Teachers council.
4. Media – The Board Chairperson and / or Principal are responsible for approving all public media communications.

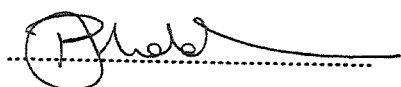
Note: *These delegations now approved replace all previous delegations either assumed or granted.*

*These delegations will be reviewed annually by the Board.*

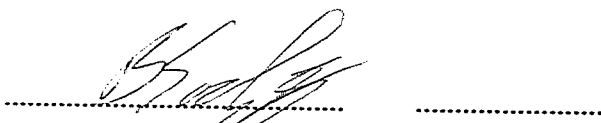
**Effectiveness Self-Review**

- 1 These delegations will be reviewed annually by the Board of Trustees.
- 2 The review will be conducted in the first full board meeting of every year.

21 February 2023 version adopted



Chairperson



Principal

23/2/23

Date