



MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY

DELEGATIONS

Rationale

If the principles of this policy are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

Purpose

The purpose of this delegations Summary is to enable effective governance and management of the School, with clearly outlined responsibilities for both the Board of Trustees, Principal and executive management. For the purposes of this policy the 'School' includes the Kindergarten.

Responsibilities Retained by the Board

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

- a) Approval of all operating, capital, cash-flow and property maintenance budgets and amendments to these budgets.
- b) Commitment of operating expenditure or capital expenditure in excess of budget.
- c) Purchase of capital expenditure or commitment to new operating expenditure within approved budget if more than \$10,000.
- d) Disposal of fixed assets with a book value in excess of \$10,000 at time of purchase
- e) Transfer of money between Board accounts in excess of \$200,000 and/or for a committed period longer than 18 months.
- f) Approval of overnight trips and camps.
- g) Appointment of permanent staff which are in excess of positions funded by the Ministry of Education salaries grants.
- h) Leave without pay granted to staff for a period greater than six weeks.
- i) Termination of the employment of any employee.
- j) Formal communications and agreements on behalf of the Board (unless otherwise delegated by the Board) with the Minister of Education and any other Minister / Head of Government Department if a Member of Parliament.
- k) Responses to the Secretary of Education or any other permanent head of a government department which was initiated by a report, written communication, request for information or required declaration addressed to the Board.
- l) Interviews with the media and the distribution of media releases on any matters which may adversely affect the reputation of the school.
- m) Signature of any formal or legal agreement which is in the name of the school and must involve the Board.
- n) Those responsibilities as specified in Acts of Parliament and regulations by which the Board is bound.

Board Delegations

Governance

1. **Delegation of the Principal Authority** - In the absence of the Principal from the school the powers vested in the Principal are delegated to a Deputy Principal as specified by the Principal. Any delegations in excess of two weeks must be approved by the Board.
2. **Delegation of Board Chair's Authority** - The Board 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.

Management

3. The Board delegates to the Principal responsibility for making decisions on the operational management of the school in accordance with Board policies; including the following delegations:

Personnel Management

4. **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.
5. **Staff Appointments** - Delegations regarding staff appointments are detailed in the Appointments Policy.
6. **Discretionary Leave** - The Principal is delegated full Board authority to grant discretionary leave up to a maximum of five days for teaching staff and full authority to grant leave for support staff. The Principal may delegate this task to the Deputy Principal.
7. **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.
8. **Staff Disciplinary and Competency Issues** - The Principal is delegated authority to investigate complaints and to issue verbal and written warnings with regard to disciplinary matters 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. In such instances where 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 may delegate authority to a Board sub-committee to instigate a formal investigation and manage the process through to resolution.

The Principal is delegated authority to instigate competency procedures in relation to teaching staff in accordance with the appropriate Collective Agreements. Any such procedures must be reported to the Board of Trustees at their next meeting.

Finance

9. **Principal Authority** - The Principal has authority to spend up to the limits of the approved annual budget within respective categories. The Financial Management procedures detail spending limits to the Business Manager and other identified staff. Such delegations must be recorded in writing with a specific timeframe noted.

10. **Signing Authority** - All bank accounts and authorities may be signed on behalf of the Board by any two of the following
 - a. The Principal
 - b. The Business Manager
 - c. Board Treasurer / Finance portfolio holder
 - d. Board of Trustees Presiding Member
11. **Payroll** - The Principal has authority to administer the payroll (with exception of the Principals Salary) and may delegate to the Business Manager or other identified staff. Appointments and resignations will be reported to the next meeting of the Board

Property

12. **Administration** - The day to day administration of property is the responsibility of the Principal. In turn the Principal may delegate this task to the Business Manager
13. **Property Management** - The Principal is delegated the responsibility to manage individually approved projects that are the responsibility of the School. Larger projects may involve the appointment of an external Property Management Consultant
14. **Property Management Limitations** - The Principal has authority to spend up to the limits of the approved budget. External property management Consultants will have contractual spending limits within the approved budget for the specific projects

Safe Environment

15. **Emergency Plan Coordination** - The Principal is delegated responsibility for Emergency Plan Co-ordination; the Principal may delegate this task to a senior member of staff.

Pupil Stand-down, Suspension, Exclusion, Expulsion

16. **Stand-downs** - The Principal is delegated responsibility for stand-downs and the Principal may delegate this task to the Deputy Principal.
17. **Discipline Committee Powers** - The Board of Trustees delegates to a minimum of three Board of Trustees members the authority to carry out the role of the discipline committee of the Board of Trustees and make a final decision relating to suspension.

Administrative and Legislative Compliance

18. **Privacy Officer** - The Principal is delegated full Board authority to act as the Board's Privacy Officer. The Principal may delegate this task to a senior member of staff and this must be notified to the Board.
19. **Planning of Overnight Trips and Camps** - The Principal is delegated authority to oversee the planning process for any overnight trips and camps to ensure this is completed in accordance with Board policy. In the Principal's absence this may be delegated to the Deputy Principal. However final approval for such events to proceed rests with the Board subject to the Board being satisfied that all planning, contractual, risk minimisation and safety requirements have been met. Such trips and camps will be approved by the Board EOTC portfolio holder.

20. **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.
21. **Mandatory Reporting** – The Principal is delegated to complete mandatory reports to the Teachers' Council.

Effectiveness Review

22. This policy will be reviewed by the board in accordance with its self-review guidelines and timetable.

Policy type: Management Policy

NZSTA Governance Framework:

Date reviewed: 28/03/2022

Related NAGs: NAG3, NAG4

Signed for MPS Board:

