



Glendowie School

SCHEDULE OF DELEGATIONS POLICY

Introduction

1. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Principal, as the Board's most senior employee, and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education and Training Act 2020, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.
3. If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.
4. This Schedule does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Memorandum of Delegations which sets out the delegations and is signed by the parties involved. This is set out at the end of this Schedule.
5. The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any Court hearing a case related to the School's finances.

Approval

1. This Schedule was unanimously agreed by the Board and approved as a policy document at its meeting held on 25th May 2021

2. When the Board approved this Schedule it agreed that no variations of this Schedule or amendments to it can be made except by the majority approval of those trustees present at the Board meeting.
3. As part of its approval the Board requires the Principal to have this Schedule available to all staff through the school website and for a copy to be included in the School Policy Manual (copies of which shall be available to all staff). The Board requests that the Principal, through the induction process arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Delegations Retained by the Board

1. 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, cashflow and property maintenance budgets and amendments to these budgets;
 - B. Commitment of operating expenditure for any invoice in excess of \$2,500; unless it has been identified in the budget, except in cases of health and safety whereby these items have to be prioritised immediately.
 - C. The commitment or purchase of capital expenditure over \$10,000; unless it has been identified in the budget
 - D. The disposal of fixed assets with a book value in excess of \$1,000;
 - E. The appointment of any permanent teaching staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;
 - F. Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than 4 half-days;
 - G. The termination of employment of any paid employee;
 - H. Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
 - I. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
 - J. 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 received from such persons and addressed to the Board or Board Chairperson;
 - K. Interviews with the media and the distribution of media releases on any matter which involves the School;
 - L. The initiation of any legal actions and any communications in relation to these actions;
 - M. Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

2. The Board delegates to the Principal the responsibilities listed below:
 - A. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
 - B. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
 - C. Approval of any orders for goods and services up to the value of \$1,500 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
 - D. Transfers to on call deposits of amounts less than \$5,000 for periods less than 12 months;
 - E. Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
 - F. 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;
 - G. 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; and
 - H. Delegation in writing to specified staff positions of responsibilities according to the format set out below.
 - I. The Principal shall make decisions in regard to discretionary leave applications from staff as per the leave policy.
 - J. Appointment of staff. The Principal will have the authority to appoint non-permanent and ancillary staff. Under special circumstances see the Recruitment Policy.
 - K. Appraisal and Attestation of Staff: The Principal is authorised by the Board to ensure the annual appraisal of all employees of the Board as per the Ministry requirements and individual and collective agreements. In order for staff to progress through salary or wage increments the Principal has the authority to undertake this requirement or to delegate as the Principal thinks fit.
 - L. Remuneration increases: The Principal is authorised to implement negotiated increases for non-teaching staff. In the instance of non-teaching staff who are paid over and above the identified grade, the Principal is to make decisions relating to increases only within a percentage as identified in recent relevant collective agreements or CPI figures. After discussion with the Board Chairman, such cases may be referred to the Finance Committee.
 - M. Staff Conduct: The Principal is authorised to conduct initial inquiries into matters of misconduct. In the instance of any member of staff who may have a legal case against the Board, the Board will decide how the initial inquiry is to be undertaken. Any such

inquiry will be subject to the Principal having sought advice from an appropriate source such as NZSTA Industrial Advisers, legal or other approved advice.

- N. Staff Suspension: In the case of extreme emergency the Principal is authorised to undertake suspension of an employee in instances of allegations of serious misconduct subject to previous discussion with the Board Chair and having sought advice and guidance from an NZSTA Industrial Adviser, legal or other approved advice. The insurer must always be advised prior to any action undertaken. In normal circumstances the Board would undertake a suspension process for an employee.
- O. The principal shall have delegated authority to purchase assets within the annual asset acquisition budget, following good procurement processes, provided that the value of any individual asset is no more than \$10,000.
- P. The Principal is delegated the day to day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff . The principal must:
- Ensure all board assets are insured
 - not allow unauthorised personnel or groups to handle funds or school property
 - not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use
 - maintain an up to date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$1000
 - ensure the implementation of the 10 year property maintenance plan
 - engage sufficient property maintenance staff for the school within budget limitations
 - receive board approval for maintenance contracts over \$5000 for any one contract
 - conduct competitive tenders for all contracting
 - protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
 - not receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards
 - not invest or hold operating capital in insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 consecutive days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. In such an absence the Acting Principal shall sign a copy of this Schedule.

Principal's Delegations to Specified Positions

With the Board's delegation to me as Principal and with the Board's approval for me to delegate to a specified staff position I delegate to the position of Acting Principal the following responsibilities:

- 1. Approval of any orders for goods and services up to the value of \$500 and provided such an order will not exceed the Board approved budget allocation;
- 2. The responsibilities listed under the Principal Delegation

These delegations are to be exercised in terms of the Board's Schedule of Delegations.

Signed by the Principal _____(full name)


on theday of.....20.....

I accept responsibility for the proper execution of the delegations assigned to me as Acting Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Signed by _____(full name)

_____ (name of position)

Dated.....day of.....20.....

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| Approved: | Board of Trustees Meeting |
| _19 / _06 / 2018 | |
| Signature of Chairperson : |  |
| Reviewed: 25 / _05 / 2021 | |

