



## DELEGATIONS AND COMMITTEE PRINCIPLES

Regulation 9 of the Education (School Boards) [Regulations](#) 2020 allows the board to appoint committees/working parties to assist it to carry out its responsibilities and due process (e.g. staff appointments, finance, property, disciplinary).

Unless specified otherwise in the Education & Training [Act](#) 2020, Regulation 8 of the Education (School Boards) 2020 gives the board the authority to delegate any of its functions or powers to a person (as specified in the regulation) or committee, except the power to borrow money.

Delegations must be made by resolution of the board and should be notified to the delegate(s) in writing, along with terms of reference.

A person who has been delegated functions or powers of the board may not sub-delegate to another person without prior written consent of the board.

Anyone to whom a sub-delegation has been made, is subject to the same restrictions and terms of reference as the original delegate.

No one may exercise any of the board's functions or powers without delegation.

### Delegations to Principal

Delegations Retained by the Board of Trustees:

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

- Approval of all operating, capital, cash flow and property maintenance budgets and amendments to these budgets.
- Commitment of unbudgeted operating expenditure for any future invoice value in excess of \$1,000.00.
- The commitment or purchase of capital expenditure.
- The disposal of fixed assets in excess of a net depreciated value of \$500.00.
- Approval of the delegations schedule of persons authorised to initiate certain transactions as detailed on the attached delegations schedule.
- The appointment of any staff (in excess of positions funded by the Ministry of Education) and the salary and terms of conditions on which they are employed.
- The termination of employment of any paid employee.
- The signing of any contracts for service and the engagement of persons or firms who will provide services.
- In conjunction with the MCNPTB, signing applications for special grants for additional buildings.
- Formal communication and agreements with the Minister of Education and any other Minister of the Crown.
- Responses to the Secretary of Education or any other permanent Head of 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.
- Interviews with the media and the distribution of media releases on any matter of policy which involves the school, i.e. it should not apply to the recognition of school activities, the release of which should be at the discretion of the Principal.
- The initiation of any legal actions and any communications in relation to these actions.
- Signature of any formal or legal agreement that is in the name of the school and must involve the Board.

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

### Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

- 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.
- 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 agreements.

- Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation.
- Authority to pay promptly invoices received for goods and services provided a schedule(s) of these payments is tabled at each Board meeting.
- Ordering fixed assets, capital expenditure that has the prior approval of the Board.
- 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.
- 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.
- Delegate in writing to specified staff positions responsibilities according to the format set out in the Delegations Schedule below.

NB: These responsibilities complement those responsibilities and achievements specified in the principal's annual performance agreements with the Board.

In the absence of the Principal from the school for more than 5 days these delegations or any modification of them shall be exercised by a Deputy Principal with the separate and prior approval of the Presiding Member.

Delegations Schedule:

|    | Task   | Responsibility   |
|----|--|--|
| 1. | In the absence of the Principal authority to manage the day to day administration of the College shall be given to the Deputy Principal nominated by the Board   | Deputy Principal (1)<br>Deputy Principal (2)<br>DRS<br>Leaders of Learning |
| 2. | Authorise payment of creditors by electronic banking. Transaction to be signed by no less than two of the authorised signatories.<br>All payments must be supported by a properly approved invoice or receipt.<br>Bank account numbers, passwords and electronic authorising devices must only be held on school premises. | Principal  |
| 3. | Authority to approve education outside the classroom involving overnight trips provided school procedural requirements are met. The Principal to report such trips to the Board on a monthly basis.  | Principal  |
| 4. | Authority to transfer money between any Board cheque or at call account.   | Principal  |

## Board Committees:


- Are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate
- Can include non-board members but at least one committee member must be a member of the board
- Where the board has an appointments committee it must comprise at least one proprietor's appointee
- It is recommended that the property committee is comprised of at least one proprietor's appointee
- May not speak or act for the board except when formally given such authority for specific and time-limited purposes – such authority will be carefully stated in order not to conflict with authority delegated to the principal or the presiding board member
- Assist the board chiefly by preparing policy alternatives and implications for board deliberation
- Are intended to assist the board and not to advise or carry out the work of staff
- Must act through the board and can only recommend courses of action unless they hold delegated authority to act on the board's behalf

- Are to have terms of reference drawn up as required, usually containing information as to their:
  - purpose
  - membership
  - delegated authority

The board will maintain a record of current delegations.

Any other committees established for special purposes should conform to the above principles.

|           |                         |
|-----------|-------------------------|
| Reviewed: | Next Review: March 2025 |
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|   |  |
|---|--|
| Signed (Presiding Member):<br> | Date of Board Meeting reviewed and accepted:<br>Wed 3 May 2023 (April's Meeting) |
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See **schedule for current committees** (to be reviewed annually).

| Finance Committee  | Health & Safety Committee  | Property and Maintenance Committee  | Review Committee  | Te Tiriti o Waitangi Committee   | Personnel Committee  | Disciplinary Committee   |
|--|--|---|---|--|--|--|
| <i>Meets Monthly</i>   | <i>Meets Monthly</i>   | <i>Meets once a Term</i>  | <i>Meets as required</i>  | <i>Meets as required</i>   | <i>Meets as required</i>   | <i>Meets as required</i>   |
| <b>Members:</b><br>Matthew Stuck<br>Mark Butterworth<br>Barb Costelloe<br><br><b>Staff:</b><br>Claire Gyde | <b>Members:</b><br>John Elliott<br>Olivia Perry<br><br><b>Staff:</b><br>Jeremy Taylor<br>Craig Butchart<br>Bernadette Holdom<br>Aggy Mills<br>Jordan Haylock | <b>Members:</b><br>John Passmore<br>Barb Costelloe<br>Warwick Foy<br><br><b>Staff:</b><br>Claire Gyde<br>Craig Butchart | <b>Members:</b><br>Catherine Grogan<br>Sheree Asi<br>Mark Butterworth<br><br><i>(cannot be the Presiding Member or Principal)</i> | <b>Members:</b><br>Barb Costelloe<br>Megan Careswell-King<br><br><i>(Other members to be co-opted on as and when required)</i> | <b>Members:</b><br>Cathy Quigan<br>Catherine Grogan<br><br><i>(Other members to be co-opted on as and when required)</i> | <b>Members:</b><br>Cathy Quigan<br>Sheree Asi<br>John Elliott<br><br><i>(Other members to be co-opted on as and when required)</i> |

## Schedule of Delegation

### Principal's Delegation 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 in the Principals absence of 5 days or more, I delegate the position of

ACTING PRINCIPAL to HOLLY MILLER

With the following responsibilities:

- Approval of any goods and services provided such an order will not exceed the Board approved budget allocation
- The Board delegates to the Principal the responsibilities listed below
- To maintain the strategic direction of the school and any annual goals that may have already been set by the Board of Trustees
- 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.
- 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 agreements.
- Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation.
- Authority to pay promptly invoices received for goods and services provided a schedule(s) of these payments is tabled at each Board meeting.
- Ordering fixed assets, capital expenditure that has the prior approval of the Board.
- 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.
- 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.

Full Name: BARBARA COSTELLOE (Principal)

Signed by: 

Date: 3/4/24

I accept responsibility for the proper execution of the delegations assigned to me and 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.

Full Name: Holly MILLER (Delegated Authority)

Signed by: 

Date: 03/04/24.