

Delegated Authorities

Rationale:

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 concerning the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

*See also: Protected Disclosures Policy
 Financial Management and Accountability Policy for Financial Delegations*

- i) The Deputy Principal, or in their absence one of the Assistant Principals, will be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and, in particular, the Acting Principal be delegated the powers of the Principal pursuant to Section 14 of the Education Act 1989 and the rules promulgated regarding this section of the Act.
- ii) The appointment of staff will be carried out by the Principal in accordance with the Board's Appointment Policy.
- iii) The Principal is delegated authority to attest employees' performance and determine salary increments as per school procedures and Collective Agreements.
- iv) The Principal will undertake the processes required for teacher competency as defined in the Collective Agreement. The Board further gives full and absolute authority to the Principal to make the final decision where competency has not been met, including the authority to dismiss a teacher in accordance with the Collective Agreement.
- v) The Principal will carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in accordance with the applicable employment agreement provisions and the Protected Disclosures Policy.
- vi) The Principal is delegated the power to suspend an employee in the case of serious misconduct in accordance with the relevant employment agreement of the employee.
- vii) The Principal is the Privacy Officer.
- viii) The Principal is delegated authority to sign agreements, contracts and Ministry of Education documents which require the Principal's signature.
- ix) The Principal is delegated authority to approve all student trips and courses within New Zealand (as per Section 71 of the Education Act).
- x) The Principal is delegated authority to issue refunds to International Fee paying students.
- xi) The Board of Trustees Chairperson or delegate is delegated authority to close the school for instruction under the special circumstances provided for under the Education Act.

Approved: 28 August 2017