

Delegated Authorities Policy

See also: *Protected Disclosures Policy*
 Financial Management and Accountability Policy for Financial Delegations
 Education and Training Act 2020
 Crown Entities Act 2004
 Financial Reporting Act 1993

Rationale:

The purpose of this policy is to provide information and guidance 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.

- i. We have two Associate Principals: one will be Acting Principal for Terms 1 & 2 and the other for Terms 3 & 4. The Associate Principals, or in their absence one of the Deputy 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 as per the Education and Training Act 2020
- 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 53 of the Education and Training Act 2020
- x. The Principal is delegated authority to issue refunds to International Fee paying students

- xi. The Principal and/or the Presiding Member are the appointed spokespeople for media contact. They will determine together who will speak to the media about an issue
- xii. The Presiding Member or delegate is delegated authority to close the school for instruction under the special circumstances provided for under the Education and Training Act

Approved: 20 February 2023
Annually Reviewed.

Signed: _____

Nicky Hiku
Presiding Member

Signed: _____

Kathy Paterson
Principal