



**Sacred Heart
Girls' College**
HAMILTON

POLICY 10

DELEGATION OF AUTHORITY SUMMARY (GOVERNANCE)

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

The purpose of the Delegation of Authority Summary is to enable effective governance and management of the school, with clearly outlined responsibilities for both the Board of Trustees (the Board), the Principal and executive management.

2.0 Guidelines

2.1 The Board retains responsibilities 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;
- operating unbudgeted expenditure that costs less than \$5,000 requires approval of the Board Chairperson (the Finance committee should also be notified) or Board. All other unbudgeted operating expenditure requires Board approval;
- commitment or purchase of capital expenditure;
- disposal of fixed assets with a book value in excess of \$2,000;
- transfer of money between the Board accounts in excess of \$200,000, and/or for a committed period longer than 18 months;
- appointment of permanent staff which are in excess of positions funded by the Ministry of Education salaries grants;
- leave without pay granted to staff for a period greater than five days;
- termination of employment of any employee;
- formal communications and agreements with the Minister or Secretary of Education, and any other Minister/Head of Government Department or Member of Parliament;
- 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;
- interviews with the media and the distribution of media releases on matters which may adversely affect the reputation of the school;
- initiation of any legal actions and communications in relation to legal actions;
- signature of any formal or legal agreement which is in the name of the school and must involve the Board;
- those responsibilities as specified in Acts of Parliament and regulations by which the Board is bound;
- complaints addressed to the Board;

- Approval of:
 - strategic plans, annual reports and annual budgets;
 - accounting policies and material changes in accounting practices;
 - financial statements;
 - remuneration of auditors and any changes in auditors;
 - redundancy and severance payments;
 - compensation or damages in settlement claims;
 - establishment, closure, or amendment of school bank accounts.

Any decisions affecting these named areas must be discussed with the Board of Trustees Chairperson (the Chairperson) at the earliest convenience.

2.2 The Board delegates responsibilities as listed below:

Governance

2.2.1 Delegation of the Principal's Authority:

In the absence of the Principal from the school, all the powers vested in the Principal are delegated to a Deputy Principal as specified by the Principal. Such delegation has a time limit of two weeks.

2.2.2 Delegation of the Board Chairperson's Authority:

The Chair authority is delegated to the Deputy Chairperson if the Chairperson is unavailable. When the Chairperson will be unavailable for more than one month, the delegation shall be confirmed by a Board of Trustee resolution.

Personnel Management

2.2.3 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.

2.2.4 Staff Appointments:

Delegations for staff appointments are detailed in the Appointments Policy.

2.2.5 Discretionary Leave:

The Principal is delegated full Board authority to grant discretionary leave up to a maximum of five five (5) days without reference to the Board. The Principal and Board Chairperson have delegated authority to grant discretionary leave between six (6) and fifteen (15) days. All other discretionary leave requests for teaching staff must be considered by the Board; The Principal has full authority to grant leave for support staff. The Principal may delegate this task to a Deputy Principal.

2.2.6 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.

2.2.7 Staff Disciplinary Issues:

- The Principal is delegated authority to investigate complaints and to issue verbal and written warnings 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.
- Where the 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 Secondary Teachers' Collective Employment Agreement (STCEA). Any such procedures must be reported to the Board of Trustees at their next meeting.
- The Principal (or delegate) are encouraged to utilise the professional services of the New Zealand School Trustees Association (NZSTA) to ensure a litigious and thorough procedure is followed in relation to employment concerns.

Finance

2.2.8 Principal's 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, and the Asset Protection and Management Policy details delegation restraints in respect of contracting.

2.2.9 Principal's Right to Delegate Spending Limits:

The Principal has authority within the limits imposed above to delegate spending limits to identified staff. Such delegations must be recorded in writing with a specific timeframe noted.

2.2.10 Signing Authority:

All bank accounts and authorities may be signed on behalf of the Board by any two of the following:

- The Principal
- A Deputy Principal
- The Business Manager
- Board of Trustees Chair
- Executive Officer

2.2.11 Investments:

Delegation to invest Board funds is granted to the Finance sub-committee in compliance with the Education Act. Funds may not be invested outside the school's bank unless the Board so authorises.

2.2.12 Payroll:

The Principal has authority to administer the payroll (with exception of the Principal's salary). Appointments and resignations will be reported to the next meeting of the Board. Increments will be in accordance with Collective Agreements.

Property

2.2.13 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.

2.2.14 Property Management:

The Principal is delegated the responsibility to manage individually approved projects that are the responsibility of the School (and not of the Mission College Trust Board). In turn the Principal may delegate this task to the Business Manager. Larger projects may involve the appointment of an external Property Management Consultant.

2.2.15 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

2.2.16 Emergency Plan Co-ordination:

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

2.2.17 The Principal is delegated responsibility to permit moderate use of alcohol on school grounds and at school functions as detailed in the Health and Safety Policy.

Pupil Stand-down, Suspensions, Exclusions and Expulsions

2.2.18 Discipline Committee Powers:

The Board of Trustees delegates to a minimum of any 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.

2.2.19 Deputy Principal's Power to Act for the Principal:

The Deputy Principal has full authority to act for the Principal in the absence of the Principal for all matters of student discipline.

Administration and Legislative Compliance

2.2.20 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 as soon as practicable.

2.2.21 Overnight Trips:

- a) The Principal is delegated authority to approve overnight trips in New Zealand of up to five nights, giving due regard to the Education Outside the Classroom Policy and Procedures. All approvals must be reported to the full Board at the next meeting.
- b) Requests for approval for overseas trips must be received by the Board in line with the procedures.

2.2.22 School Closure:

The Principal has authority to close the school if necessary due to exceptional circumstances, eg on advice of the Ministry of Health around pandemic issues.

2.2.23 Signing Declarations:

The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education. These will be reported at the next Board meeting.

2.2.24 Mandatory Reporting:

The Principal is delegated to complete mandatory reports to the Teachers' Council.

2.2.25 Fundraising and Sponsorship:

The Principal is delegated authority to approve fundraising proposals, giving due regard to the Fundraising Policy, Special Character and values of the College and to preserving its reputation in the community. Such approvals must be reported to the Board.

Media

2.2.26 The Principal is able to deal with Media and other external communications that relate to non-controversial operational matters.

Risks

2.2.27 The Principal is to otherwise exercise the powers delegated to her on a 'no surprises' basis so that the Board is kept fully informed of any significant risks or issues associated with the exercise of the delegation, particularly in relation to:

2.2.28 Significant unbudgeted or unusual expenditure.

2.2.29 Health and safety concerns i.e. serious hazards and incidents.

These delegations, now approved, replace all previous delegations either assumed or granted.

REVIEW:

This policy will be reviewed by the Board of Trustees.

Review schedule: May Annually

Review due next: May 2020

REFERENCES:

- Education Act 1989
- Handbook for Boards of Trustees of NZ Catholic Integrated Schools 2016
- Integrated Schools and Private Schools Conditional Integration Act 1975
- Secondary Teachers Collective Agreement 2015-2018
- SHGC Policies & Procedures
- SHGC Strategic Plan
- SHGC Mission Statement
- State Sector Act 1998

Approved by the Board of Trustees at the meeting held on 27/5 2019



CHAIRPERSON