



KALAPOI
High School

DELEGATIONS GOVERNANCE POLICY

Introduction:

1. The following delegations set out the schedules of those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief executive (the Principal).
2. 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 Act 1989, 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.
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.

Approval:

1. 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 the full Board.
2. As part of its approval the Board requires the Principal to ensure a copy is included in the School Policy Manual.
3. Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations).

Delegations Retained by the Board

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

- Approval of all operating, capital, cashflow and property maintenance budgets and amendments to these budgets;
- Commitment of operating expenditure for any invoice in excess of \$50,000;
- The purchase of capital expenditure over \$15,000; (This excludes property capital works expenditure).
- The disposal of fixed assets with a residual value in excess of \$5,000; eg. Minivan.
- The appointment of any 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 and any non-teaching staff whose wages are in excess of \$15,000.
- Leave on full pay granted to staff to attend training sessions or courses outside the school for a period greater than 10 half-days;
- The termination of employment of any paid employee;

- Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- The initiation of any legal actions and any communications in relation to these actions;
- Signature of any formal or legal agreement which is in the name of the School and must involve the Board to authorise.
- Leave with/ without pay for greater than 10 half days.
- The authority to approve any concept design for property work.
- The authority to approve the final design and quantity surveyor estimate.

Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

- Formal communication and agreements with the Minister of Education and any other Minister of the Crown 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 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 which involves the School;
- 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 contracts;
- Approval of any orders for goods and services up to the value of \$50,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
- Transfers to at-call deposits of amounts less than \$50,000 and for periods less than 12 months;
- Transfer money between school bank account within the same bank as required;
- Ordering fixed assets for which the capital expenditure up to the value of \$5,000 is delegated to the Executive Officer and above \$15,000 has the prior approval of the Board;
- 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
- During any absence of the Principal from the School for the full duration of the absence these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson.

Delegations to the Resource Committee

- Authority to approve leases/hireage up to a period of 3 years.
- Authority to enter into approved leases up to \$50,000 per annum (not beyond MOE guidelines).
- The appointment of a project manager for any property project in accordance with the Ministry of Education requirements.
- Approval of any professional advisor on school projects.
- The authority to approve the project brief for any property project.
- The authority to accept working drawings for property project work.
- Tender documents must be approved by the Board.
- The authority to sign contracts with the successful contractor who has been through the approved tender process on behalf of the Board.
- The authority to dispute payments.
- The authority to complete the post occupancy schedule and forward this to the Ministry of Education.
- Authority to approve applications for grants to community trusts. All applications must be minuted at a full board meeting.
- Schedule of monthly transactions to be provided to the Resource Committee Chair.