



## **Policy: Delegations of Authority**

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### **Policy Statement**

The Board of Jireh Christian School (“the School”) may delegate any of the functions or powers of the Board, either generally or specifically, to any of the following persons by resolution and written notice to the relevant person or persons:

### **Procedural Guidelines**

#### **General**

1. Delegations must be made by resolution of the Board and should be notified to the delegate(s) in writing, along with terms of reference.
2. A person to whom any function or power is delegated may perform the function or exercise the power in the same manner and with the same effect as if the person were the Board or Board member (subject to any restrictions or conditions imposed by the Board).
3. A person purporting to act under a delegation—
  - 3.1. is, in the absence of proof to the contrary, presumed to be acting in accordance with the delegation; and
  - 3.2. must produce evidence of the person’s authority to do so if reasonably requested to do so.
4. 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.
5. Anyone to whom a sub-delegation has been made, is subject to the same restrictions and terms of reference as the original delegate.
6. No one may exercise any of the Board’s functions or powers without delegation.
7. A delegation by the Board:
  - 7.1. is revocable at will by resolution of the Board and written notice to the delegate (or by any other method provided for in the delegation);
  - 7.2. does not prevent the Board or the Board member performing the functions or the exercising the powers;
  - 7.3. does not affect the responsibility of the Board for the actions of any delegate acting under the delegation;
  - 7.4. is not affected by any change in the membership of the Board or of any committee or class of persons.
8. The Board may not delegate any power to borrow money.

#### **Board Committees:**

1. Are to be used sparingly to preserve the Board functioning as a whole when other methods have been deemed inadequate.
2. Can include non-Board Members but at least one committee member must be a member of the Board.
3. A person must not be appointed as a member of a committee unless, before appointment, the person confirms to the Board that the person is not disqualified from appointment by reason of any financial interest that would disqualify the person under clause 10 of Schedule 23 of the Education and Training Act 2020.
4. 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
5. Assist the Board chiefly by preparing policy alternatives and implications for Board deliberation



6. Are intended to assist the Board and not to advise or carry out the work of staff
7. Must act through the Board and can only recommend courses of action unless they hold delegated authority to act on the Board's behalf.
8. Are to have terms of reference drawn up as required, usually containing information as to their:
  - 8.1. purpose
  - 8.2. membership
  - 8.3. delegated authority

#### **Delegation of the Principal's Authority**

The Principal, in his/her absence, has the authority to appoint the Deputy Principal to manage the day-to-day operations of the School on his/her behalf for periods not exceeding two weeks.

#### **Delegation of the Presiding Member's Authority**

The Presiding Member's authority is delegated to the Deputy Presiding Member if the Presiding Member is unavailable. When the Presiding Member will be unavailable for more than one month, the delegation shall be confirmed by a Board resolution.

#### **Self-Review**

The Board delegates to the selected members of the Policy Committee the authority to review policies and procedures on behalf of the Board. The audit review for each National Education and Learning Priority will then be discussed and approved/not approved by the Board.

#### **Principal's Professional Growth Cycle**

The Presiding Member is delegated the responsibility for undertaking the Principal's Professional Growth Cycle. The Presiding Member may employ an external consultant.

#### **Staff Professional Growth Cycle**

The Principal is delegated the responsibility for undertaking annual staff Professional Growth Cycles. In turn, the Principal may delegate parts of this task to senior members of staff and/or external consultants.

#### **Staff Appointments**

The Principal is delegated full Board authority to appoint staff within the limitations detailed in the procedures for staff appointments. For all permanent tagged teaching positions, a Proprietor's representative will be on the interview panel. For all other teaching positions, a Proprietor's representative will be invited.

#### Position:

Principal

#### Responsible:

Full Board

Senior Management and positions  
2 MUs and above

Principal and at least two Board Members,  
one of which must be a Proprietor's representative

Administration and ancillary staff

Principal or Deputy Principal

#### **Discretionary Leave**

The Principal is delegated full Board authority to grant discretionary leave up to a maximum of five days for teaching staff and full authority to grant leave for support staff. The Principal may delegate this task to the Deputy Principal.



### **Attestation of Teacher's Code of Professional Responsibility for Salary Increment**

The Board delegates to the Principal the task of the attestation of teachers against the Code of Professional Responsibility and signing off for the renewal of Teachers' Practising Certificates.

### **Staff Disciplinary Issues**

#### Support Staff:

The Principal is delegated full Board authority for all employment issues including disciplinary action up to and including dismissal.

#### Teaching Staff:

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 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. The Board will delegate authority to a Board subcommittee to instigate a formal investigation and decide upon the outcome.

The Principal has delegated authority to instigate competency procedures in relation to teaching staff in accordance with the Primary Teachers' Collective Employment Agreement (PTCEA). Any such procedures must be reported to the Board at their next meeting.

Mandatory reporting to the Teaching Council is required in respect of serious competency and/or misconduct concerns.

### **The Board's Committees**

The Board delegates to the Chair of the Finance and Property committee, Presiding Member and the Principal the authority to make decisions as an executive group on matters of finance only when urgency is required.

### **Presiding Member Financial Delegation**

The Presiding Member has authority to approve expenditure up to \$500 per month for matters relating to the Board.

### **Principal's Financial Delegation**

The Principal has authority to spend up to the limits of the approved annual budget within respective categories. Accordingly, the limits for the spending of the budget are that it needs to be divided into thirds with a third being spent in the first third of the year and so forth.

### **Principal's Right to Delegate**

The Principal has authority, within the limits imposed above, to delegate spending limits to identified staff.

### **Principal's Authority to Replace Capital Items**

The Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis. Power exercised under this authority will be reported to the next meeting of the Board and is limited to \$5000. The Presiding Member will be informed immediately. Any item in excess of \$5000 requires the approval of the Finance and Property committee.



### **Signing Authority**

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

- Principal
- Deputy Principal
- Accounts and Payroll Administrator
- Board' Presiding Member
- The Chair of the Finance and Property Committee

### **Investments**

Delegation to invest Board funds is granted to the Principal in compliance with the Education and Training Act 2020. Funds may not be invested outside the School's bank unless the Board so authorises.

### **Payroll**

The Principal has authority to administer the payroll (with the 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 Administration**

The day-to-day administration of property is the responsibility of the Principal.

### **Property Management**

The Principal is delegated the responsibility to manage individually approved projects. Larger projects may involve an external Property Management Consultant being appointed.

### **Discipline Committee Powers**

The Board delegates to a minimum of any two or more full Board Members (excluding the Principal) the authority to carry out the role of the Discipline Committee of the Board and to make a final decision.

### **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.

### **Emergency Plan Co-ordination**

The Principal is delegated responsibility for Emergency Plan Coordination. The Principal may delegate this task to a senior member of staff.

### **Privacy Officer**

The Principal is delegated full Board authority to act as the Board's Privacy Officer. The Privacy Officer will implement and/or follow the specific criteria as outlined in the Privacy Act 2020. The Principal may delegate this task to a senior member of staff.

### **Overnight Trips**

The Presiding Member, in consultation with the Principal, is delegated authority to approve overnight trips that have not been through the usual Board procedure. All approvals must be reported to the full Board at the next meeting.

### **School Closure**

The Principal has authority to close the School, if necessary, due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues. The Ministry of Education needs to be notified should a School closure be necessary.



### Signing Declarations

The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.

### Mandatory Reporting

The Principal is delegated to complete mandatory reports to the Teaching Council.

### Public Relations

The Presiding Member and the Principal are the only members permitted to make press releases or speak to the media on behalf of the School. The Principal may delegate this to relevant staff for the purpose of promoting School and student achievements.

### Legislative Compliance

Regulations 8 & 9 Education (School Boards) Regulations 2020  
Section 156 of the Education and Training Act 2020

### Review schedule: Annually

ADOPTED BY BOARD		
Date	12 <sup>th</sup> September 2017	Chairperson <b>R Thornton (Acting)</b>

Reviewed Date	19 <sup>th</sup> September 2017	Chairperson <b>R Thornton (Acting)</b>
Reviewed Date	26 <sup>th</sup> February 2019	Chairperson <b>G Budler</b>
Reviewed Date	25 <sup>th</sup> February 2020	Chairperson <b>M Causley</b>
Reviewed Date	1 <sup>st</sup> September 2020	Chairperson <b>M Causley</b>
Reviewed Date	23 <sup>rd</sup> February 2021	Chairperson <b>M Causley</b>
Reviewed Date	29 <sup>th</sup> March 2022	Chairperson <b>M Causley</b>
Reviewed Date	26 <sup>th</sup> March 2024	Presiding Member <b>A Coombridge</b>