



Schedule of Delegations 2022

Rangitikei College Board of Trustees

Adopted 11 October 2016, revised 22 February 2021,
revised 28 February 2022

Introduction


1. This Schedule of Delegations (the Schedule) was approved by the Board of Trustees (the Board) of Rangitikei College (the School) at its meeting on 11 October 2016 and became effective at this date. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the Schedule is 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 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. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.
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.
5. The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any Court hearing a case related to the School's finances.

Approval

1. This Schedule was unanimously agreed by the Board and approved as a policy document at its meeting held on 11 October 2016, and reaffirmed on 28 February 2017, 27 February 2018, 25 February 2019, 24 June 2019, 10 March 2020 and revised 22 February 2021.
2. 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 those trustees present at the Board meeting.

3. As part of its approval the Board requires the Principal to make this Schedule available to all staff and for a copy to be included in the School Policy Documentation (copies of which are available to all staff). The Board requests that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

4. Signed:



Board Chairperson

On behalf of, and with the authority of the Board on 28.2.22

Delegations Retained by the Board

1. 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 unbudgeted or non-Board approved operating expenditure for any invoice in excess of \$10,000;
 - The commitment or purchase of unbudgeted or non-Board approved capital expenditure in excess of \$10 000;
 - The disposal of fixed assets with a cost price in excess of \$15,000;
 - The appointment of any permanent teaching staff to positions which are in excess of positions funded by the Ministry of Education teacher salaries grant unless the expenditure has been previously approved by the Board;
 - The appointment of anyone holding the positions of Principal, Deputy Principal or Assistant Principal.
 - Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than x 10 half-days per annum;
 - 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;
 - Formal agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament on behalf of the school;
 - 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;
 - The initiation of any legal actions and any communications in relation to these actions;
 - Signature of any legal agreement which is in the name of the School and must involve the Board;

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Board Chairperson

2. The Board delegates to the Board Chairperson the responsibilities listed below:
 - a. to be the joint spokesperson for the Board, along with the Principal, on all matters relating to the College and Board.
 - b. The authority to make decisions (in consultation with the Principal and Deputy Chairperson) that bind the Board when urgent matters require a decision (such as an emergency), and that the convening of a Board meeting is not practicable;
 - c. The authority to represent the Board on day to day matters, including corresponding on the Board's behalf, subject to this being reported at the next full Board meeting
 - d. Responsibility for ensuring the Principal's annual appraisal is undertaken.
3. If the Board chairperson is not available for the above, the Board Deputy Chair shall assume these responsibilities.

Board Delegations to the Principal

4. The Board delegates to the Principal the responsibilities listed below:
 - a. 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;
 - b. 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;
 - c. Approval of any orders for goods and services up to the value of \$10,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved, or has separately been approved by the Board;
 - d. Ordering fixed assets for which the capital expenditure has the prior approval of the Board, or is within approved budget limits, or is considered 'urgent' for the proper functioning of the school (eg. to replace a broken heatpump);
 - e. The appointment of teaching, non-teaching, relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
 - f. Allocate Management Units and other allowances for specific responsibility in accordance with the STCA;
 - g. Performance management, disciplinary action (excluding dismissal) of non-teaching staff;
 - h. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Agreement ('STCA') through to the completion of the evaluation report as set out in the STCA. The report and any recommendations will then be provided to the Board, for any decision as set out in the STCA;

- i. Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion, or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose;
- j. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interest of any student attending the school, or of any employee at the school, so requires;
- k. Grant and/or require the following in relation to leave:
 - i. Discretionary leave not exceeding ten (10) days for teaching staff, and full authority to grant leave for support staff,
 - ii. A medical certificate for an absence on sick leave in excess of five (5) days;
- l. Mandatory reports to the Teaching Council of Aotearoa-NZ;
- m. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum, community and resource management responsibilities;
- n. Delegation in writing to specified staff positions of responsibility;
- o. To be the joint spokesperson for the Board, along with the Board Chairperson, on all matters relating to the College and Board;
- p. Authority to close the school if necessary due to exceptional circumstances (eg. On the advice of the Ministry of Health around pandemic issues).

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. In such an absence the Acting Principal shall sign a copy of this Schedule. For absences less than five days more limited delegation to occur and be communicated to the Deputy Principal by the Principal (including, but not limited to student standdown's and suspensions). In the absence of a Deputy Principal, the delegated Assistant Principal shall assume this role. On the rare occasions all members of the Senior Leadership Team are not on site, this authority shall be determined by the Principal and the Board Chairperson together before the planned absence occurs, and for each following situation that it does.

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations.

Signed:


Principal

Date:

