



Non-financial delegations

Rationale

In order for the school to function effectively and so that lines of responsibility and accountability are clear, it is important for the Board and Principal to have a shared understanding of what authority the Board retains to itself and what it delegates to the Principal.

Delegations

The Board retains:

- a. approval of all budgets, and any amendments to these budgets
- b. authorisation of payment of accounts beyond the approved budget or that of \$8000 or more approval of applications for discretionary leave of more than five days;
- c. the termination of employment of any paid employee;
- d. approving applications for grants for additional buildings;
- e. formal agreements with any Ministry of the Crown;
- f. responses to formal communications addressed to the Board or Board Chairperson from government, including requests for information and statutory declarations;
- g. interviews with the media and the distribution of media releases on any matter which involves the School – the board may formally delegate this responsibility to the Principal in relation to specific matters;
- h. the initiation of any legal actions and any communications in relation to these actions;
- i. signature of any formal or legal agreement which is in the name of the School including employment contracts.

The Board delegates to the Principal:

- a. the day-to-day management of curriculum, resources (including people) and student-related matters within law, regulation and other requirements
- b. achievement of the government's directions and requirements as specified in official educational policy documents;
- c. the appointment of staff provided such appointment is within the budget allocation and in line with policy;
- d. communication with parents, officials, representatives of educational organisations and others with whom the Principal deals as part of their curriculum, resource management and student related responsibilities;
- e. authorisation of payment of accounts not exceeding \$8000
- f. further delegation of specific responsibilities (eg finance) to specified staff positions in writing.

Date approved by the Board

23 May 2018

A handwritten signature in blue ink, appearing to read 'Cathryn'.

Cathryn Curran-Tietjens | Board Chairperson