

Carmel College Board of Trustees Delegation Summary DELEGATION OF AUTHORITY

Date Reviewed: 13 March 2017

Next Reviewed: 13 March 2018

Governance

1. **Delegation of the Principal's Authority**

In the absence of the Principal from the school, the Principal delegates all the powers vested in the Principal to the Associate Principal as specified in writing. *(This Delegation has a time limit of one school term).*

2. **Delegation of the Board's Authority**

The Chair authority is delegated to the Deputy Chair if the Chair is unavailable. When the Chair will be unavailable for more than one month, a Board of Trustees' resolution shall confirm the delegation.

NAG 3 – Personnel Management

1. **Principal's Appraisal**

The Board Chair is delegated the responsibility for undertaking the Principal's annual appraisal. The Board Chair may employ an external consultant and may include a second Board member.

2. **Principal's Professional Development**

The Principal's professional development is approved through the Performance Agreement and individual employment conditions. The Board Chair is delegated full authority to approve additional professional development within the approved budget.

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.

4. **Staff Appointments**

The Principal is delegated full Board authority to appoint staff within the limitations detailed in the procedures for staff appointments.

Position:

Responsible:

Principal

Full Board of Trustees

Senior Management and Positions
of 3 MUs and above; also Business
Manager

Principal and one or two Board Members

Positions of less than 3 MUs
And Basic Scale Teachers

Principal

Administration and Ancillary staff

Principal and SLT member

5. Discretionary Leave

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

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.

7. Staff Disciplinary Issues

Support Staff:

The Principal is delegated full Board authority for all employment issues including disciplinary action up to and including dismissal, except in relation to the Business Manager where the teaching staff processes and delegations apply.

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

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.

NAG 4 – Finance

1. The Board of Trustees Subcommittee

The Board of Trustees delegates to the Chair of the finance subcommittee, Board of Trustees Chair, Business Manager and the Principal the authority to make decisions as an executive group on matters of finance only when urgency is required and the full Board of Trustees' meetings are more than four weeks apart.

2. Principal's Expenditure

The Board Chair is delegated full Board authority to approve the Principal's credit card expenditure and other employment-related expenses within the budget delegations in section 3.

3. *Principal's Authority*

The Principal has authority to spend up to the limits of the approved annual budget within respective categories.

4. *Principal's Right to Delegate*

The Principal has authority – within the limits imposed by 2 above – to delegate spending limits to identified staff.

5. *Principal's Right 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.

6. *Signing Authority*

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

- The Principal
- The Business Manager
- The Associate Principal
- The Principal's PA
- The Finance Administrator (up to \$5,000 per day for Fast Cheques only)

7. *Investments*

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

8. *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.

NAG 4 – Property

1. *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 or SLT member.

2. *Property Management*

The Principal is delegated the responsibility to manage individually approved projects. In turn the Principal may delegate this task to the Business Manager or SLT member. Larger projects may involve an external Property Management Consultant being appointed [currently Watershed].

3. *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 specific projects.*

NAG 5 – Safety Environment

1. ***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. The Principal is delegated authority to authorise non-teaching staff to conduct searches.

NAG 5 – Pupil Stand-downs, Suspensions, Exclusions & Expulsions

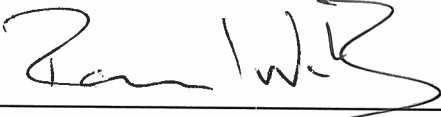
1. The Board of Trustees delegates to a minimum of any two or more full Board of Trustees members the authority to carry out the role of the discipline committee of the Board of Trustees and make a final decision.
2. ***Acting Principal's Power to Act for the Principal***
The Acting Principal (with written delegation) has full authority to act for the Principal in the absence of the Principal for all matters of student discipline.

NAG 6 – Administration & Legislative Compliance

1. ***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 Terms of Reference for this position. The Principal may delegate this task to a senior member of staff.
2. ***Trips requiring Board approval***
The Board Chair in consultation with the Principal is delegated authority to approve trips that have not been through the usual Board procedure. All approvals must be reported to the full Board at the next meeting.
3. ***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.
4. ***Signing Declarations***
The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.
5. ***Mandatory Reporting***
The Principal is delegated to complete mandatory reports to the Teachers' Council.

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

The Board will review these delegations annually.

Signed:  Date: 19 May 2017

Board of Trustees Chairperson

