

Policy: Delegations of Authority

Policy Statement

The Board of Jireh Christian 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 person or persons.

Procedural Guidelines

Delegation of the Principal's Authority

The Principal in his/her absence, has the authority to appoint a 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 Board Chair'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, the delegation shall be confirmed by a Board of Trustees' resolution.

Self-Review

The Board of Trustees delegates to the selected members of The Audit and Review Committee the authority to review policies and procedures on behalf of the Board. The Audit Review for each National Administrative Guideline will then be discussed and approved/not approved by the Board of Trustees. The Board Chair will provide a written summary report of the annual appraisal to the full Board within two months of the completion of the report – the summary report will be tabled in-committee.

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.

Staff Appraisal

The Principal is delegated the responsibility for undertaking annual staff appraisals. 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 tagged teaching positions a Proprietor's Representative on the Board and/or another elected Board member will be given the opportunity to attend the interview.

Position:

Principal

Responsible:

Full Board of Trustees

Senior Management and positions 2 MUs and above, and including the Executive Officer.

Principal and at least two Board members, one of which must be a proprietor's representative.

Administration and ancillary staff

Principal or Deputy Principal and the Executive Officer.

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 or Executive Officer.

Attestation of Teacher Performance for Salary Increment

The Board delegates to the Principal the task of the attestation of teacher performance and the signing off of 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, except in relation to the Executive Officer 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 be reported to the Board of Trustees 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 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 has delegated authority to instigate competency procedures in relation to teaching staff in accordance with the Primary Teacher's Collective Employment Agreement (PTCEA). Any such procedures must be reported to the Board of Trustees at their next meeting.

The Board of Trustees' Committee

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

Board Chair Financial Delegation

The Board Chair 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 Board Chair 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:

The Principal

Deputy Principal

Executive Officer

Accounts and Payroll Administrator

Board of Trustees' Chairperson

The Chair of the Finance and Property Committee (as an interim measure for the duration of the Establishment Board of Trustees).

Investments

Delegation to invest Board funds is granted to the Principal and the Executive Officer in compliance with the Education Act. 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 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. In turn the Principal may delegate this task to the Executive Officer.

Property Management

The Principal is delegated the responsibility to manage individually approved projects. In turn the Principal may delegate this task to the Executive Officer. Larger projects may involve an external Property Management Consultant being appointed.

Property Management – Limitations

The Principal has authority to spend up to the limits of the approved budget. 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. External Property Management Consultants will have contractual spending limits within the approved budget for the specific projects.

Discipline Committee Powers

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.

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 Co-ordination; 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 Terms of Reference for this position. The Principal may delegate this task to a senior member of staff.

Overnight Trips

The Board Chair 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.

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 Teachers’ Council.

Public Relations

The Chair 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.

Review schedule: Annually

ADOPTED BY BOARD OF TRUSTEES		
Date	12 th September 2017	Chairperson R Thornton (Acting)

Reviewed Date 19th September 2017 Chairperson: R Thornton (Acting)