



## **Policy: Responsibilities of the Principal**

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### **Policy Statement**

Authority and accountability for the day-to-day running/operation of Jireh Christian School (“the School”) is delegated to the Principal.

The Principal is the professional leader, the Special Character leader and the chief executive of the Board in relation to the School’s control and management. The Board is responsible for the governance of the School, including setting the policies by which the School is to be controlled and managed. The Principal is responsible for the implementation of these policies including the strategic plan.

The relationship between the Board and Principal is based on mutual respect, trust, integrity, solidarity, and support with both parties working to ensure no surprises.

### **Procedural Guidelines**

1. Authority and accountability for the day-to-day running of the School is delegated to the Principal. Reference in documentation to the School, management and staff is to be read as “Principal” regarding responsibility for implementation.
2. Only decisions made by the Board acting as a Board are binding on the Principal unless specific delegations to the Presiding Member, individual Board members, members presiding over committees or committees of the Board are in place.
3. The Principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, or imprudent or that violates the Board’s expressed values, its strategic plan or commonly held professional ethic.
4. The responsibilities of the Principal are set out in the Board’s operational policies including to:
  - 4.1. Lead, strengthen and safeguard the Special Character of the School, which provides for the spiritual formation and growth of the School community in all areas of School life.
  - 4.2. Be a role model as a Christian educator to the staff, students, and wider School community.
  - 4.3. Meet the requirements of his/her current job description and employment agreement including the four areas of practice from the Professional Standards for Primary Principals.
  - 4.4. Participate in the development and implementation of his/her Professional Growth Cycle, annual performance agreement and annual review process.
  - 4.5. Act as the educational leader and day-to-day manager of the School, upholding all legislative responsibilities and the Board’s policies.
  - 4.6. Develop, seek Board approval for and implement an annual plan that: is aligned with the Board’s strategic plan; meets legislative requirements; gives priority to improved student progress and achievement; ensures that the School is a safe place for all students and staff; honours students’ rights and gives effect to Te Tiriti o Waitangi.
  - 4.7. Operate within the Board’s approved annual budget, use resources efficiently and effectively and preserve the School’s assets (financial and property)
  - 4.8. Give effect to good employer policies and practices through effective procedures, instructions, or guidelines.
  - 4.9. Employ, deploy, and terminate staff positions in line with the Board’s policy and legislative requirements.
  - 4.10. Communicate with the School community on Special Character and operational matters as and where appropriate.
  - 4.11. Refrain from unauthorised public statements about the official position of the Board on social, political and/or educational issues that are or have the potential to be controversial.
  - 4.12. Keep the Board informed of all information relevant to its governance role.
  - 4.13. Ensure systems are developed and implemented to support the smooth running of the School with regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines.



- 4.14. Ensure systems and procedures meet requirements set out in the Education (Physical Restraint) Rules 2023 regarding student behaviour management and the use of physical restraint.
- 4.15. The Principal is not restricted from using the expert knowledge of individual Board members acting as community experts.
5. The Principal will prepare (or, where appropriate, delegate, coordinate and approve) a report for Board meetings that:
  - 5.1. Is timely, accurate and presents information in an understandable form that is not too complex or lengthy.
  - 5.2. Provides an update on Special Character.
  - 5.3. Tracks progress and variance towards strategic aims and key performance indicators.
  - 5.4. Includes data and analysis on curriculum delivery, student progress and achievement.
  - 5.5. Includes data and analysis on student wellbeing.
  - 5.6. Provides evidence of the School's giving effect to Te Tiriti o Waitangi.
  - 5.7. Informs the Board of any significant changes in staffing, programmes, plans or processes that are under consideration.
  - 5.8. Outlines financial income and expenditure and explains any variance against budget.
  - 5.9. Summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report.
  - 5.10. Identifies any instances of physical restraint.
  - 5.11. Includes information of any actual or potential risks to health and safety.
  - 5.12. Specifies current and projected roll numbers and reports and explains roll variance against year levels and reasons on a per meeting basis.
  - 5.13. Recommends changes in Board policies when the need for them becomes known.
  - 5.14. Highlights areas of possible adverse publicity or community dissatisfaction.
  - 5.15. Addresses any other matter requested by the Board within a reasonable, specified timeframe.

### **Legislative Compliance:**

Education & Training Act 2020  
Privacy Act 2020  
Protected Disclosures Act 2000  
Education (Physical Restraint) Rules 2023  
Primary Principals' Collective Agreement

### **Review schedule: Triennially**

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

Reviewed Date	17 <sup>th</sup> October 2017	Chairperson <b>W Peat</b>
Reviewed Date	13 <sup>th</sup> October 2020	Chairperson <b>M Causley</b>
Reviewed Date	26 <sup>th</sup> March 2024	Presiding Member <b>A Coombridge</b>