

3.3.4.1 C Schedule of Delegations

Introduction


- 1) This Schedule of Delegations (the Schedule) was approved by the Board of Trustees (the Board) of Paraparaumu College (the School) at its meeting on the 4th day of May 2010 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. An outline example is set out at the end of this Schedule.
- 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 the 4th day of May 2010.
- 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 circulate this Schedule to all staff and for a copy to be included in the School Policy Manual (copies of which shall be 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.

Note

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations).



R Bruce Board Chairperson

Approved 4th May 2010
Reviewed April 2015

Delegations Retained by the Board

- 1) The Board retains for itself the following responsibilities:
 - a) Approval of all operating, capital, cashflow and property maintenance budgets and amendments to these budgets ;
 - b) The approval of the capital expenditure budget;
 - c) Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
 - d) Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
 - e) 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;
 - f) The initiation of any legal actions and any communications in relation to these actions;
 - g) Signature of any formal or legal agreement which is in the name of the School and which requires sign off by the Board.
 - h) The appointment of the Principal.

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

Board Delegations to the Principal

- 1) The Board delegates to the Principal the responsibilities and management of the below listed:
 - 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) Purchase of fixed assets for which the capital expenditure has the prior approval of the Board;
 - d) The appointment of staff provided such appointments are within the budget allocation.
 - e) Grant discretionary leave up to one term.
 - f) Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
 - g) Financial delegation and responsibilities as outlined below.
 - h) Signature of any formal or legal agreement which is in the name of the School and which does not require sign off by the Board.
 - i) Security and Property delegation as outlined below

Principal's Delegations

- 1) **Financial Delegation** to be read in conjunction with the current approved budget. The Principal has the authority to delegate management of expenditure to:
 - a) HODs/TICs/Cost Centre Managers to the level of the relevant departmental budget approved by the Board.
 - b) Executive Officer for budgeted Property, Personnel, Administration, Furniture and Equipment expenditure.
 - c) Property Officer for budgeted maintenance expenditure
 - d) Any expenditure over and above the budget to be authorised by the Principal.

- 2) **Security of Property Delegation** to act as the 'occupier' in the absence of a Senior Management team member.

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 these delegations shall be exercised by the Acting Principal. In such an absence the Acting Principal shall sign a copy of this Schedule.

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 by

_____ (full name)

Principal

Head of Department/ Teacher in Charge/Cost Centre Manager Delegations to Specified Persons

NB: This delegation should be prepared as a separate Memorandum of Delegation

With the Principal’s delegation to me as HOD/TIC/Cost Centre Manager of the approved budget expenditure, I delegate to the position of _____

OR

persons named _____ the following responsibilities:
(Delete where applicable)

1) Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation

OR

2) Approval of any orders for goods and services up to the value of \$ _____
(Delete where applicable)

Signed by _____
(full name)

on theday of.....20__

I accept responsibility for the proper execution of the delegations assigned to me as outlined above. I acknowledge that I cannot further delegate those powers delegated to me by the HOD/TIC/Cost Centre Manager.

Signed by _____
(full name)

_____ *(name of position)*

Dated.....day of.....20__

*Original to be kept in the Delegations file held with Finance Manager.
Copy to HOD/TIC/Cost Centre Manager
Copy to delegated staff member*