

3.1 Delegated Authority to the Principal

The Board resolves to delegate to the Principal the following powers and responsibilities:

- a. Employment of all employees including
 - Non teaching staff
 - Teaching staff up to and including the level of Assistant Principal
- b. Engagement of:
 - Contractors for property and any other professional/educational purpose
- c. Performance Management, disciplinary action (including dismissal) of non teaching staff.
- d. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.
- e. Undertaking any inquiry into a possible breach of discipline and giving a formal warning if appropriate. In the event the issues under investigation are not resolved by discussion (including formal written warning) or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
- f. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.
- g. Grant and/or require the following in relation to leave:
 - Medical certificate for an absence on sick leave in excess of five days
 - Other leave as allowed for in relevant employment contracts
 - Discretionary leave up to one term
- h. Authorising expenditure / payments as per budget
- i. Applying for funds, sponsorship or other monies for school purposes
- j. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, overseas students, or other bodies/organisations involved with the operation of the College
- k. Mandatory reports to the Teachers' Council.
- l. Any other matter relating to the day to day management of the College not specially identified above

Approval Dates: 28 April 2015

Review Date (Annual): 29 March 2016

Signed by the Chairperson of the Board of
Trustees on behalf
of the Board of Trustees

