



## Memorandum of Delegations

### Delegations Retained by the School Board

1. The School Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:
  - a. **Approval** of all operating, capital, cashflow and property maintenance budgets and amendments to these budgets;
  - b. Commitment of operating expenditure over and above the approved budget;
  - c. The commitment or purchase of capital expenditure over and above the approved budget;
  - d. The disposal of **fixed assets** with a cost price in excess of \$5,000;
  - e. The transfer of money between any School bank on-call account and term deposit accounts of amounts more than \$5,000 **and** periods more than 12 months;
  - f. Applying for funds, sponsorship, or other monies over of \$10,000;
  - g. The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants (teaching staff) and/or approved budget (other staff);
  - h. Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than 5 days;
  - i. The termination of employment of any paid employee;
  - j. Signing applications for special grants for additional buildings, memorandums of agreements for building projects funded by the Ministry of Education;
  - k. The school board gives the Discipline Committee authority to make decisions on its behalf with regards student discipline hearings;
  - l. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament, and addressed to the School Board or Presiding Member;
  - m. 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 School Board or Presiding Member;
  - n. Interviews with the media and the distribution of media releases on any matter which involves the stated position of the School (Board) - delegated to the Board Presiding member, in consultation with the Principal. These may be especially regarding substantive or sensitive issues;
  - o. The initiation of any legal actions and any communications in relation to these actions;
  - p. Signature of any formal or legal agreement which is in the name of the School and must involve the School Board. This is delegated to the presiding member; and Principal.
  - q. **School Closure.** It may prove necessary to close the school due to extreme weather conditions or some local emergency. This is a School Board responsibility, delegated to the Presiding Member, and made in consultation with the Principal, when not covered by the unexpected events policy where the principal is delegated authority to close the school under extreme circumstances.

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



### Board Delegations to the Principal

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

- 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 (e.g. NELP) and legislation (e.g. Education and Training Act 2020)
- b. Day-to-day communication with parents, officials, representatives of educational organisations, media and other firms and organisations with whom the Principal deals as part of the curriculum, finance, and resource management responsibilities. Any media comments regarding sensitive matters must be referred to the Board Presiding Member to reach an agreed position. If the media comment is stating the agreed policy or procedure position of the school, then that is within the scope of the Principal.
- c. 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.
- d. Approval of any expenditure and/or payment for goods and services up to the values below and provided such an order will not exceed the School Board approved budget allocation for the expenditure item involved and/or overall allocations.

#### Limits (as per Financial Delegations Schedule)

Major building works \$250,000

Capital assets \$20,000

Budgeted operational \$20,000

Unbudgeted \$5,000

Health and Safety \$5,000

- e. The transfer of money between any School bank on-call account and term deposit account of amounts less than \$5,000 and any amounts for periods less than 12 months;
- f. Applying for funds, sponsorship, or other monies up to a value of \$10,000.
- g. Employment of:
  - (1) Non-teaching staff
  - (2) Teaching staff up to and including the level of head of department
  - (3) Staff required for long term relieving and fixed term positions
  - (4) Relieving and casual staff provided such appointment is within the budget allocation (this may be to designated staff on a day-to-day basis i.e., to a staff member in charge of teacher / staff relief).
- h. Offers of employment or changes in employment conditions of non-teaching staff, within the bounds of the collective agreements / employment contract, and within budget.
- i. Performance management, disciplinary action (excluding dismissal) of non-teaching staff.



# Thames High School

## Te Kura Tuarua o Te Kauaeranga



Kia kōtahi ai te piki ake, kia ikeike rawa ki te taumata | We grow together to achieve one's true potential

- j. Competency procedures in relation to staff will be managed as per the relevant clauses of the relevant Collective Agreement.
- k. Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the School Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the School Board for this purpose.
- l. 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.
- m. Mandatory reports to the Teachers' Council.
- n. Grant and/or require the following in relation to leave:
  - (1) Medical certificate for an absence on sick leave more than five days.
  - (2) Discretionary leave not exceeding 5 days.
- o. Delegation in writing to specified staff positions of responsibilities according to the format set out below including Acting Principal for periods of up to five (5) days.
- p. Signing of declarations on behalf of the School Board in relation to information required by the Ministry of Education for overseas students.

*Note: These delegations complement those responsibilities and achievements specified in the Principal's role description and professional growth cycle as agreed with the School Board and delegated to the Presiding Member to oversee.*

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Presiding Member. In such an absence the Acting Principal shall sign a copy of this Schedule.

### Acknowledgement

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 School Board's Schedule of Delegations.

Signed by

Michael Hart  
**Principal / Tumuaki**

Date: **26 February 2024**





## Memorandum of Delegations

### Principal's Delegations to Specified Positions

The School Board's delegation to me as Principal, authorises me to delegate a specified staff position. Where necessary I may delegate to you, to the position of Acting Principal in my short-term absence (i.e. up to five days). The delegation will be in writing (e.g. email).

This delegation is to be exercised in terms of the Board's **Delegations to the Principal**.

Financial delegations are retained by the principal, with the exception that the Acting Principal may:

1. approve the current approved monthly payments within the approved budget and
2. approve unbudgeted operational expenditure up to \$500.

Signed 


Date 22/3/24

Michael Hart  
**Principal / Tumuaki**

### Acceptance

I accept responsibility for the proper execution of the delegations assigned to me as **Acting Principal** and I will exercise these in terms of the requirements set out in the School Board's **Delegations to the Principal**. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

I accept responsibility for the proper execution of the delegations assigned to me as Acting Principal and I will exercise these in terms of the requirements set out in the Board's Memorandum of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Signed 

Date 25/03/2024

Penelope Jan Keet (full name)

Deputy Principal (position)



## Memorandum of Delegations

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1. approve the current approved monthly payments within the approved budget and
2. approve unbudgeted operational expenditure up to \$500.

Signed 

Date 22/3/24

Michael Hart  
**Principal / Tumuaki**

### Acceptance

I accept responsibility for the proper execution of the delegations assigned to me as **Acting Principal** and I will exercise these in terms of the requirements set out in the School Board's **Delegations to the Principal**. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

I accept responsibility for the proper execution of the delegations assigned to me as Acting Principal and I will exercise these in terms of the requirements set out in the Board's Memorandum of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Signed 

Date 26/3/24

Chris Ashfooth (full name)

Deputy Principal. (position)