

## HOKOWHITU SCHOOL DELEGATIONS POLICY (2023)

### **PURPOSE**

The Hokowhitu School Board will ensure that any delegations of functions of the Board are clearly identified and monitored, and that all holders of delegations are accountable for the responsibilities entrusted to them.

### **GUIDELINES**

#### Overarching Principles of Delegation

1. The following responsibilities cannot be delegated under any circumstance, in accordance with the Education and Training Act (2020):
  - a. The general power of delegation.
  - b. The power to borrow money.
2. The right to exercise the delegated responsibilities identified in this policy must be confirmed in writing by the parties involved, at the point at which they first take up those responsibilities and each time this policy is reviewed.
3. If doubt should arise in the exercise of a delegated responsibility, the bona fides of the intended action should be verified with the Board to avoid risking an error of judgement.

#### Responsibilities Retained by the Board

The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

4. Financial:
  - a. Approval of all operating, capital, cashflow, and property maintenance budgets, and amendments to these budgets.
  - b. Commitment or purchase of capital expenditure.
  - c. Approval of expenditure in any budget area in excess of the budgeted amount, prior to committing the expenditure.
  - d. Approval of all international travel funded in part or whole by school funds.
  - e. Commitment of operating expenditure for any invoice in excess of \$10,000, except in cases of expenditure committed to address imminent risk to life, health, or safety as detailed in 12.c.
  - f. Approval of any unbudgeted expenditure in excess of \$5,000, prior to committing the expenditure.
  - g. Disposal of fixed assets with a cost price in excess of \$1,000.
  - h. Transfer of money between any Board transaction account and term deposit account in excess of \$100,001 and for a period longer than 12 months.
5. Employment:
  - a. Appointment of the Principal, and establishment of a regular appraisal process.
  - b. 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.
  - c. Granting of discretionary leave for all staff, with or without pay, and all leave requested by the Principal, in accordance with relevant employment agreements.
  - d. Termination of employment of any paid employee.

6. Health and safety:
  - a. Approval of all Education Outside the Classroom (EOTC) activities involving overnight stays.
  - b. Deciding, in consultation with the Principal, to close the school due to extreme weather conditions or local emergency.
  - c. Approval of consumption of alcohol on school grounds not involving staff, or for fundraising, functions, or other special events.
7. Legal:
  - a. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament.
  - b. 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 Presiding Member of the Board.
  - c. Initiation of any legal actions and any communications in relation to these actions.
  - d. Signing applications for special grants for additional buildings, or agreements to build via the Ministry of Education's local office.
  - e. Signing any other formal or legal agreement in the name of the School.
8. Property:
  - a. Approving the use of, and setting appropriate charges for, school buildings, grounds, and property outside of school hours.

#### Responsibilities Delegated to the Principal

The Board delegates to the Principal the following responsibilities:

9. Curriculum and student achievement:
  - a. Day-to-day curriculum and resource management of the school
  - b. Achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
  - c. Implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department.
10. Employment:
  - a. Recruitment and appointment process of staff, in consultation with the Board, required for positions funded by Ministry of Education salaries grants.
  - b. Appointment of relieving and casual staff.
  - c. Implementation of individual and collective employment contracts.
  - d. Granting of special leave, e.g. bereavement/tangihanga, sick, parental, domestic violence, jury service/witness leave.
  - e. Implementing and conducting an annual performance growth cycle for all teaching staff.
11. Financial:
  - a. Managing effectively the school's finances, including expenditure within the budget (within each account/line item), in accordance with the school's Charter and policies.
  - b. Preparation of financial statements that meet the requirements of the Board, auditors, and Ministry of Education guidelines.
  - c. Preparation of payroll processing and expenditure reports.
  - d. Authorisation of all local travel, national travel, and reimbursements to staff.
  - e. Managing and monitoring of all expenditure on entertainment and gifts.

- f. Approval of any orders for goods and services up to the value of \$10,000, provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.
  - g. Transfer of money between any Board transaction account and term deposit account of amounts less than \$100,001 and for periods less than 12 months.
  - h. Ordering fixed assets for which the capital expenditure has the prior approval of the Board.
  - i. Negotiation of fees for international students.
12. Property:
- a. Managing effectively the school's assets and maintaining them in good working order within the approved budget
  - b. Planning for timely replacement of the school's assets.
  - c. Immediately responding to faults or damage to school property that pose an imminent threat to life, health, or safety, even if this exceeds the delegated expenditure limit or approved budget allocation; any expenditure beyond the delegated limit or approved budget allocation must be reported to the Board or Presiding Member as soon as possible.
13. Health and safety:
- a. The role of Designated Person for Child Protection, and the responsibility for developing and implementing appropriate child protection procedures.
  - b. Implementation of Health and Safety policy and procedures.
  - c. Approval of all EOTC activities, other than those involving overnight stays.
  - d. Approval of consumption of alcohol on school grounds involving staff.
14. Communication and media:
- a. 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.
  - b. Interviews with the media and the distribution of media releases, in partnership with the Presiding Member of the Board, on any matter that involves the School.
15. The Principal may further delegate the following responsibilities:
- a. Financial administration responsibilities and duties.
  - b. Property management responsibilities and duties.
  - c. Management responsibilities and duties, other than those held by the Principal by right of their membership of the Board.
16. The responsibilities delegated to the Principal by this policy complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.
17. During any absence of the Principal from the School for more than 5 days, the delegations to the Principal shall be exercised by the Acting Principal with the separate and prior approval of the Presiding Member of the Board.
- a. In such an absence the Acting Principal shall confirm those delegated responsibilities in writing, in accordance with Guideline 2.

#### Responsibilities Delegated to the Presiding Member of the Board

18. The Board delegates to the Presiding Member of the Board:
- a. Appraisal of the Principal's performance, or delegation of that responsibility to an appropriate appraiser, and the formulation of a Performance Agreement in collaboration

- with the Principal.
  - b. Reviewing and approving the Principal's plans to recruit and appoint staff.
  - c. Acting on behalf of the Board in circumstances that must reasonably be addressed before the Board is able to meet.
  - d. Interviews with the media and the distribution of media releases, in partnership with the Principal, on any matter that involves the School.
19. The Presiding Member of the Board will report to the Board as soon as is practical any instances where actions have been taken on behalf of the Board, in order for the Board to review and ratify those decisions.
20. If the Presiding Member of the Board is unavailable for more than 5 days, the delegations to the Presiding Member shall be exercised by the Deputy Presiding Member of the Board, with the separate and prior approval of the Presiding Member.
- a. In such an absence the Deputy Presiding Member of the Board shall confirm those delegated responsibilities in writing, in accordance with Guideline 2.
21. If the Presiding Member of the Board is also a Portfolio holder, all due steps must be taken by the Presiding Member to ensure that any other delegated authority is exercised in a transparent fashion.

#### Responsibilities Delegated to Board Portfolio Holders

22. The Board delegates to the holder of the Board's Finance and Audit portfolio:
- a. Ability to transfer funds between bank accounts.
  - b. Preparation of the annual budget, in conjunction with the Principal.
  - c. Preparation of the annual accounts for auditing.
  - d. Approval of statements for all school credit cards once certified by the cardholder.
  - e. Authorisation of any reimbursements to the Principal.
23. The Board delegates to the holder of the Board's Property portfolio:
- a. Ability to consult with and engage contractors up to a total limit of \$20,000 for any single project, in accordance with any financial commitment previously agreed by the Board, and in conjunction with the school's property consultant and Ministry of Education guidelines.
24. The Board delegates to the holder of the Board's Grants portfolio:
- a. Ability to prepare and sign grant applications, in accordance with any funding application previously agreed by the Board.
25. The Board delegates to the holder of the Board's Risk and Compliance portfolio:
- a. The role of Privacy Officer, and the associated responsibilities, in accordance with the Privacy policy.
  - b. Ability to represent the Board on the Health and Safety Committee.

**ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**

Legislation

- Education and Training Act 2020

Guidelines

- Financial Information for Schools Handbook (Ministry of Education)

School Policies, Procedures, and Other Documents

- Education Outside the Classroom Policy
- Financial Policy
- Principal Appraisal Policy
- Property Policy

**Ratification date:** 14 February 2023

**Review date:** Term 1 (February/March) 2024

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**Presiding Member**

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**Principal**

## Memorandum of Hokowhitu School Board Delegations

### Delegations to the Principal

The Hokowhitu School Board delegates to the Principal the following responsibilities:

#### Period of Delegation

For the period from: The first Board meeting in 2023

Until: The first Board meeting in 2024

#### Schedule of Delegations

1. Curriculum and student achievement:
  - a. Day-to-day curriculum and resource management of the school
  - b. Achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
  - c. Implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department.
2. Employment:
  - a. Recruitment and appointment process of staff, in consultation with the Board, required for positions funded by Ministry of Education salaries grants.
  - b. Appointment of relieving and casual staff.
  - c. Implementation of individual and collective employment contracts.
  - d. Granting of special leave, e.g. bereavement/tangihanga, sick, parental, domestic violence, jury service/witness leave.
  - e. Implementing and conducting an annual performance growth cycle for all teaching staff.
3. Financial:
  - a. Managing effectively the school's finances, including expenditure within the budget (within each account/line item), in accordance with the school's Charter and policies.
  - b. Preparation of financial statements that meet the requirements of the Board, auditors, and Ministry of Education guidelines.
  - c. Preparation of payroll processing and expenditure reports.
  - d. Authorisation of all local travel, national travel, and reimbursements to staff.
  - e. Managing and monitoring of all expenditure on entertainment and gifts.
  - f. Approval of any orders for goods and services up to the value of \$10,000, provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.
  - g. Transfer of money between any Board transaction account and term deposit account of amounts less than \$100,001 and for periods less than 12 months.
  - h. Ordering fixed assets for which the capital expenditure has the prior approval of the Board.
  - i. Negotiation of fees for international students.

4. Property:
  - a. Managing effectively the school’s assets and maintaining them in good working order within the approved budget
  - b. Planning for timely replacement of the school’s assets.
  - c. Immediately responding to faults or damage to school property that pose an imminent threat to life, health, or safety, even if this exceeds the delegated expenditure limit or approved budget allocation; any expenditure beyond the delegated limit or approved budget allocation must be reported to the Board or Presiding Member as soon as possible.
  
5. Health and safety:
  - a. The role of Designated Person for Child Protection, and the responsibility for developing and implementing appropriate child protection procedures.
  - a. Implementation of Health and Safety policy and procedures.
  - b. Approval of all EOTC activities, other than those involving overnight stays.
  - c. Approval of consumption of alcohol on school grounds involving staff.
  
6. Communication and media:
  - a. 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.
  - b. Interviews with the media and the distribution of media releases, in partnership with the Presiding Member of the Board, on any matter that involves the School.
  
7. The principal may further delegate the following responsibilities:
  - a. Financial administration responsibilities and duties.
  - b. Property management responsibilities and duties.
  - c. Management responsibilities and duties, other than those held by the Principal by right of their membership of the Board.

Signed Agreement

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 Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Memorandum of Hokowhitu School Board Delegations**  
**Delegations to the Presiding Member of the Board**

The Hokowhitu School Board delegates to the Presiding Member of the Board the following responsibilities:

Period of Delegation

For the period from:                      The first Board meeting in 2023

Until:    The first Board meeting in 2024

Schedule of Delegations

1. Appraisal of the Principal’s performance, or delegation of that responsibility to an appropriate appraiser, and the formulation of a Performance Agreement in collaboration with the Principal.
2. Reviewing and approving the Principal’s plans to recruit and appoint staff.
3. Acting on behalf of the Board in circumstances that must reasonably be addressed before the Board is able to meet.
4. Interviews with the media and the distribution of media releases, in partnership with the Principal, on any matter that involves the School.

Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Presiding Member and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Memorandum of Hokowhitu School Board Delegations**

### **Delegations to the Board's Finance and Audit Portfolio Holder**

The Hokowhitu School Board delegates to the holder of the Board's Finance Portfolio the following responsibilities:

#### Period of Delegation

For the period from:                    The first Board meeting in 2023

Until:                                        The first Board meeting in 2024

#### Schedule of Delegations

1. Ability to transfer funds between bank accounts.
2. Preparation of the annual budget, in conjunction with the Principal.
3. Preparation of the annual accounts for auditing.
4. Approval of statements for all school credit cards once certified by the cardholder.
5. Authorisation of any reimbursements to the Principal.

#### Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as holder of the Finance and Audit Portfolio and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Memorandum of Hokowhitu School Board Delegations**  
**Delegations to the Board's Property Portfolio Holder**

The Hokowhitu School Board delegates to the holder of the Board's Property Portfolio the following responsibilities:

Period of Delegation

For the period from:                    The first Board meeting in 2023

Until:                                        The first Board meeting in 2024

Schedule of Delegations

1. Ability to consult with and engage contractors up to a total limit of \$20,000 for any single project, in accordance with any financial commitment previously agreed by the Board, and in conjunction with the school's property consultant and Ministry of Education guidelines.

Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as holder of the Property Portfolio and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Memorandum of Hokowhitu School Board Delegations**  
**Delegations to the Board's Grants Portfolio Holder**

The Hokowhitu School Board delegates to the holder of the Board's Grants Portfolio the following responsibilities:

Period of Delegation

For the period from:                    The first Board meeting in 2023

Until:                                        The first Board meeting in 2024

Schedule of Delegations

1. Ability to prepare and sign grant applications, in accordance with any funding application previously agreed by the Board.

Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as holder of the Grants Portfolio and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Memorandum of Hokowhitu School Board Delegations**

**Delegations to the Board’s Risk and Compliance Portfolio Holder**

The Hokowhitu School Board delegates to the holder of the Board’s Risk and Compliance Portfolio the following responsibilities:

Period of Delegation

For the period from:                   The first Board meeting in 2023

Until:                                       The first Board meeting in 2024

Schedule of Delegations

1. The role of Privacy Officer, and the associated responsibilities, in accordance with the Privacy policy.
2. Ability to represent the Board on the Health and Safety Committee.

Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as holder of the Risk and Compliance Portfolio and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Memorandum of Hokowhitu School Board Delegations

### Delegations to the Acting Principal

The Hokowhitu School Board delegates to the Acting Principal the following responsibilities:

#### Period of Delegation

For the period from: \_\_\_\_\_

Until: \_\_\_\_\_

#### Schedule of Delegations

1. Curriculum and student achievement:
  - a. Day-to-day curriculum and resource management of the school
  - b. Achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
  - c. Implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department.
2. Employment:
  - a. Recruitment and appointment process of staff, in consultation with the Board, required for positions funded by Ministry of Education salaries grants.
  - b. Appointment of relieving and casual staff.
  - c. Implementation of individual and collective employment contracts.
  - d. Granting of special leave, e.g. bereavement/tangihanga, sick, parental, domestic violence, jury service/witness leave.
  - e. Implementing and conducting an annual performance growth cycle for all teaching staff.
3. Financial:
  - a. Managing effectively the school's finances, including expenditure within the budget (within each account/line item), in accordance with the school's Charter and policies.
  - b. Preparation of financial statements that meet the requirements of the Board, auditors, and Ministry of Education guidelines.
  - c. Preparation of payroll processing and expenditure reports.
  - d. Authorisation of all local travel, national travel, and reimbursements to staff.
  - e. Managing and monitoring of all expenditure on entertainment and gifts.
  - f. Approval of any orders for goods and services up to the value of \$10,000, provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.
  - g. Transfer of money between any Board transaction account and term deposit account of amounts less than \$100,001 and for periods less than 12 months.
  - h. Ordering fixed assets for which the capital expenditure has the prior approval of the Board.
  - i. Negotiation of fees for international students.

4. Property:
  - a. Managing effectively the school’s assets and maintaining them in good working order within the approved budget
  - b. Planning for timely replacement of the school’s assets.
  - c. Immediately responding to faults or damage to school property that pose an imminent threat to life, health, or safety, even if this exceeds the delegated expenditure limit or approved budget allocation; any expenditure beyond the delegated limit or approved budget allocation must be reported to the Board or Presiding Member as soon as possible.
  
5. Health and safety:
  - a. The role of Designated Person for Child Protection, and the responsibility for developing and implementing appropriate child protection procedures.
  - a. Implementation of Health and Safety policy and procedures.
  - b. Approval of all EOTC activities, other than those involving overnight stays.
  - c. Approval of consumption of alcohol on school grounds involving staff.
  
6. Communication and media:
  - a. 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.
  - b. Interviews with the media and the distribution of media releases, in partnership with the Presiding Member of the Board, on any matter that involves the School.
  
7. The principal may further delegate the following responsibilities:
  - a. Financial administration responsibilities and duties.
  - b. Property management responsibilities and duties.
  - c. Management responsibilities and duties, other than those held by the Principal by right of their membership of the Board.

Signed Agreement

I have read and understood this Schedule of Delegations. 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 Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Memorandum of Hokowhitu School Board Delegations**  
**Delegations to the Acting Presiding Member of the Board**

The Hokowhitu School Board delegates to the Acting Presiding Member of the Board the following responsibilities:

Period of Delegation

For the period from: \_\_\_\_\_

Until: \_\_\_\_\_

Schedule of Delegations

1. Appraisal of the Principal's performance, or delegation of that responsibility to an appropriate appraiser, and the formulation of a Performance Agreement in collaboration with the Principal.
2. Reviewing and approving the Principal's plans to recruit and appoint staff.
3. Acting on behalf of the Board in circumstances that must reasonably be addressed before the Board is able to meet.
4. Interviews with the media and the distribution of media releases, in partnership with the Principal, on any matter that involves the School.

Signed Agreement

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Acting Presiding Member and I will exercise these in terms of the requirements set out in the Hokowhitu School Delegations Policy.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_