

Ōtūmoetai College Schedule of Delegations

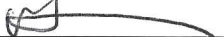
Adopted by the Ōtūmoetai College Board on 26 March 2024

Introduction

1. This Schedule of Delegations (the Schedule) was approved the Board of Ōtūmoetai College (the School) at its meeting on 26 March 2024 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 and Training Act 2020, 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.
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 26 March 2024.
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 members present at the Board meeting.
3. As part of its approval, the Board requires the principal to include this Schedule on the school website and to circulate delegations to all staff.

Signed 

Name: Matthew King, Presiding Member

On behalf of, and with the authority of, the Board on ²⁶.....day of ^{March}.....2024

Delegations retained by the Board

1. The 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 for any invoice in excess of \$10,000 unless preapproved by school Board or a utility or rates expense. To be approved by delegated member of the Board using Approval Max.
 - c. The commitment or purchase of capital expenditure over \$5,000 (out of budget) on receipt of the approved business case format (Appendix 1).
 - d. The disposal of fixed assets with a book value in excess of \$1,000.
 - e. The transfer of money between any Board cheque and term deposit account in excess of \$250,000 and for a period longer than 12 months.
 - f. 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.
 - g. Leave (with or without pay) for teaching and non-teaching staff for a period greater than 10 half-days.
 - h. The termination of employment of any paid teaching or non-teaching employee.
 - i. Signing applications for special grants for additional buildings, and agreements to build via the Ministry of Education's local office.
 - j. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament.
 - k. Responses to the Secretary for 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.
 - l. The initiation of any legal actions and any communications in relation to these actions.
 - m. Signature of any formal or legal agreement which is in the name of the School and requires Board involvement.

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

Board delegations to the principal

2. The Board delegates to the principal the responsibilities listed below:
- 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 for Education, any other permanent head of a Government department and for individual and collective employment contracts.
 - c. Interviews with the media and the distribution of media releases on any matter which involves the School.
 - d. The commitment or purchase of capital expenditure under \$5,000 (out of budget).
 - e. Approval of any orders for goods and services up to the value of \$10,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved. Approval for any purchase over \$10,000 that has not been budgeted for will be emailed to the Board and approval will be majority rules.
 - f. Transfers to term deposits of amounts less than \$250,000 and for periods less than 12 months.
 - g. Ordering fixed assets for which the capital expenditure has the prior approval of the Board or is within the dollar value budgeted for that department.
 - h. The appointment of teaching staff as well as relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
 - i. 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.
 - j. Delegation in writing to specified staff positions of responsibilities according to the format set out below.



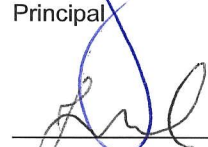
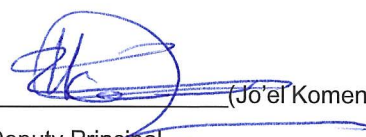
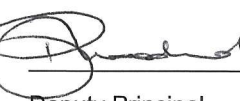
Notes

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 for more than five days, these delegations shall be exercised by the acting principal. *Term 1 – Pip Woodward, Term 2 – Dave Cleland, Term 3 – Jane Townsend, Term 4 – Jo’el Komene.*

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

 _____ (Russell Gordon) Date: <u>20/3/24</u> Principal	 _____ (Dave Cleland) Date: <u>20/3/24</u> Deputy Principal
 _____ (Jane Townsend) Date: <u>20/03/24</u> Deputy Principal	 _____ (Jo’el Komene) Date: <u>20/3/24</u> Deputy Principal
 _____ (Pip Woodward) Date: <u>20/03/24</u> Deputy Principal	


Principal’s delegations to specified positions

With the Board’s delegation to me as principal and with the Board’s approval for me to delegate to a specified staff position, I delegate to the position of Business Manager the following responsibilities:


- a. Approval of any orders for goods and services up to the value of \$10,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved. Approval for any purchase over \$10,000 that has not been budgeted for will be emailed to the Board and approval will be majority rules.
- b. Transfers to term deposits of amounts less than \$250,000 and for periods less than 12 months.
- c. Ordering fixed assets for which the capital expenditure has the prior approval of the Board or is within the dollar value budgeted for that department.
- d. The appointment of non teaching staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.

These delegations are to be exercised in terms of page 2 of the Board’s Memorandum of Delegations.

Signed by the principal


_____ (Russell Gordon)
Date: 20/3/24

I accept responsibility for the proper execution of the delegations assigned to me as Business Manager and I will exercise these in terms of the requirements set out in the Board’s Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the principal.

Signed 

Name: Pip Palmer, Business Manager
Date: 26/3/24

To be reviewed February 2025