

Schedule of Delegations

This schedule of delegations was approved by the Mountainview High School Board of Trustees on the 28th of May 2014 and became effective on that date.

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 Principal can exercise their responsibilities, and to enable responsibilities delegated to be monitored. This policy is reviewed annually and membership of committees named.

Resolved that:

1. Except where the Board at its discretion otherwise determines, a Deputy Principal will be appointed Acting Principal in the un-contactable (for more than one whole day) absence of the Principal as follows, Term 1 Operations, Term 2 Curriculum, Term 3 Wellbeing, Term 4 Operations. In the event that both the Principal and one of the Heads of School are absent then the remaining Head of School will assume the role of Acting Principal.
2. The Principal has delegated authority to attest employees' performance and determine salary increments as per school procedures and Collective Agreements or Individual Employment Agreements.
3. The Principal carries out staff competency procedures in accordance with the applicable employment agreement provisions.
4. The Principal carries out initial inquiries in regard to complaints against staff members in accordance with the applicable employment agreement provisions and the Board complaints policy.
5. The Principal undertakes 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 Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
6. The Principal may suspend any employee in the case of serious misconduct as per the relevant employment agreement of the 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.
7. The Principal is appointed on behalf of the Board as the Privacy Officer.
8. The Deputy Principal of Wellbeing be delegated the authority to sign off low risk day activity. RAMS/EOTC/Permission forms
9. The appointment of staff is carried out by the Principal in accordance with the Board's appointment policy.
10. The Principal has authority to grant discretionary leave up to a maximum of 5 days.
11. The Board delegates to the Principal the task of undertaking police vetting and monitoring of teacher registration.
12. The Principal has delegated authority to undertake mandatory reports to the Education Council of NZ as required.
13. The Principal signs agreements, contracts and Ministry of Education documents that require the Principal's signature.
14. The Principal has authority to spend up to the limits of the approved annual budget. The Principal may delegate to other budget holders excluding the depreciation budget.
15. The Principal be delegated the power to authorise expenditure of up to \$5000 for unforeseen expenditure.(after discussion with the chairperson)
16. The Principal has delegated authority to control access to Novo Pay by authorised personnel.
17. The powers conferred on the Board under relevant sections of The Education Act 1989 are delegated to the Board of Trustees discipline committee made up on no fewer than 3 trustees to work within the established terms of reference.
18. The Board Secretary to be delegated the role of Electoral Returning Officer of the Board.
19. The Board Chair signs agreements, contracts and Ministry of Education documents that require the Board Chair's signature.

Reviewed 30 January 2018

Review February 2019