



## DELEGATIONS OF AUTHORITY POLICY

### Outcome statement

This policy ensures that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's senior management can exercise its responsibilities and to enable the responsibilities delegated to be monitored.

### Scoping

The policy and attached appendices set out those responsibilities that remain with the Board, the responsibilities delegated to the Principal ("Chief Executive"), the Acting Principal, the Hostel Manager and those responsibilities that the Principal can delegate to specified staff positions.

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 and 66A of the Education Act 1989.

### Expectations and limitations

1. 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 Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.
2. 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.
3. These delegations do not in themselves provide the right to senior management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Acceptance of Delegations (Appendix 1) which sets out the delegations and is signed by the parties involved.

4. 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.

## **Delegations**

### Delegations retained by the Board:

Refer to Delegations of Authorities Schedule in Appendix 5.

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

### Authorities delegated to the Finance & Property Committee:

Refer to the Finance & Property Committee Terms of Reference (within the Board's Governance Framework document).

### Authorities delegated to the Principal & specified staff:

All delegated authorities to the Principal and specified staff positions are detailed in the following appendices:

Acceptance of Delegations	Appendix 1
Authorities delegated to the Principal	Appendix 2
Authorities delegated to the Acting Principal	Appendix 3
Authorities delegated to the Hostel Manager	Appendix 4
Delegation of Authorities Schedule	Appendix 5

## **Procedures and supporting documentation**

Procurement and Contracting procedures  
Asset Protection policy  
Theft and Fraud Prevention policy  
Finance & Property Committee Terms of Reference  
Principal's Performance Management Policy  
Personnel Policy

## **Legislative Compliance**

[Education Act 1989](#)

[Crown Entities Act 2004 and Amendment Act 2013](#)

[Financial Reporting Act 1993](#)

[Secondary Teachers' Collective Agreement](#)

[Support Staff in Schools' Collective Agreement](#)

[School Caretakers', Cleaners' and Canteen Workers' Collective Agreement](#)

Refer also to the Ministry of Education website for information on managing school finances and the Financial Information for Schools Handbook (FISH) and Kiwi Park School example policy for Schedule of Delegations

<https://www.education.govt.nz/school/funding-and-financials/school-finances/>

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**Date Reviewed:** January 2021

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## **APPENDIX 1: ACCEPTANCE OF DELEGATION (*Example Documents only*)**

### **Principal's acceptance of delegations**

I have read and understood the Delegations of Authority policy and the appendices to that policy. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these in terms of the expectations held of me as set out in the policy.

Principal Signature and Full Name:

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Dated:

### **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 [name of position] the following responsibilities:

[List here any other responsibility within the principal's delegation.]

These delegations are to be exercised within the terms of the Board's Schedule of Delegations.

Principal Signature and Full Name:

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Dated:

### **Acceptance of Principal's delegation to specified positions**

I accept responsibility for the proper execution of the delegations assigned to me as [name of position] and I will exercise these in terms of the requirements set out in the Delegations of Authority Policy and associated appendices. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Staff Member Signature and Full Name and Position:

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Dated:

**Note:** Two identical copies of this declaration must be signed. One copy is to be filed in the School's Delegation File and the other is to be kept by the delegate.

## **APPENDIX 2: AUTHORITIES DELEGATED TO THE PRINCIPAL**

### **Outcome statement**

That the Principal is clear on the authority and responsibilities delegated to them.

### **Scope**

The Principal is the Board's Chief Executive in relation to the control and management of New Plymouth Girls' High School. The Principal's delegations complement those responsibilities and achievements specified in the school's Charter, Strategic and Annual Plan's and in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days a limited number of the Principal's delegations shall be exercised by the Acting Principal. All such delegations must be exercised in consultation with the Board's Presiding Member. In such an absence the Acting Principal will sign a Memorandum of Delegation for Acting Principal for the relevant period (see Appendix 1 and will act in accordance with Appendix 3).

### **Delegations**

The New Plymouth Girls' High School Board delegates the following powers and responsibilities to the Principal:

1. 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.
2. 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.
3. Employment of:
  - Non-teaching staff (except for the Business Manager, the Board Secretary and the Hostel Manager);
  - Casual and relieving staff;
  - Teaching staff up to and including the level of heads of departments; and,
  - All staff required for long term relieving and fixed term positions.
4. The appointment, determination of salary, and terms and conditions of teaching staff in excess of the Ministry of Education staffing entitlement, up to no more than three full time equivalent teachers, providing such appointments do not require Board approval and are within the agreed budget, within Appendix 5.
5. Performance management, disciplinary action excluding dismissal of non-teaching staff.
6. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Agreement through to the completion of the evaluation report as set

out in Section 3.3 of the STCA. The report and any recommendation will then be provided to the Board for any decision as set out in Section 3.3 of the STCA.

7. 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 Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose
8. 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.
9. Grant and/or require the following in relation to leave:
  - Medical certificate for an absence on sick leave in excess of five days; and,
  - Discretionary leave not exceeding two weeks beyond the entitlement.
10. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, NZQA, the Education Review Office, the Teachers Council, overseas students and other external agencies that the school deals within the normal course of its business.
11. Authorising student EOTC activities except for overseas trips.
12. Overall authority for the management of the Hostel.
13. Interviews with the media and the distribution of media releases on matters which involved the School, provided that potentially controversial matters are discussed first with the Board's Presiding Member.
14. The responsibility to protect and maintain all school assets and resources in accordance with the Asset Protection Policy.
15. The capacity to apply for funds and sponsorship in the school's name.
16. Approval of goods and services within the delegations outlined in Appendix 5.
17. Approval of contractual arrangements for the school in accordance with procurement guidelines and within the delegations outlined in Appendix 5.
18. Mandatory reports to the Teachers' Council, the Ministry of Education, the Education Review Office and other external agencies that the school deals within the normal course of its business.
19. 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; and.
20. Delegation in writing to specified staff positions of responsibilities according to the format set out within this policy (acceptance of delegation).

## **APPENDIX 3: AUTHORITIES DELEGATED TO THE ACTING PRINCIPAL**

### **Outcome statement**

Authority and responsibilities are delegated to the Acting Principal in accordance with all policies and procedures as approved by the Board.

### **Scope**

In the absence of the Principal of five (5) days or more, the Board approves the delegation of the Acting Principal position.

During any absence of the Principal from the School for more than five days a limited number of the Principal's delegations shall be exercised by the Acting Principal. All such delegations must be exercised in consultation with the Board's Presiding Member. In such an absence the Acting Principal will sign an Acceptance of Delegation for Acting Principal for the relevant period (refer to Appendix 1).

### **Delegations**

This document is to be read in conjunction with the Delegations of Authority to the Principal (Appendix 2) and Delegations of Authority Schedule (Appendix 5).

The delegations of authority to the Acting Principal by the Board will apply along with the following limitations:

1. Employment:

The employment of non-teaching staff must be in consultation with and involve the Business Manager and the Personnel Committee and in the case of the Hostel, employment of staff must also involve the Hostel Manager and the Personnel Committee.  
Permanent teaching appointments must be in consultation with the Personnel Committee.

2. Performance management:

The advice of the NZSTA Field Officer and the Personnel Committee must be sought from the outset in all staff performance, discipline and/or competency matters.

3. Policy and new initiatives:

There is to be no change in policy direction or the introduction of school-wide initiatives without the approval of the Board. Powers and responsibilities are limited to the school's operations, i.e. ensuring that the school operates smoothly on a daily basis.

4. Media:

There is to be no contact with the media beyond operational matters without the consent of the Board's Presiding Member.

## **APPENDIX 4: AUTHORITIES DELEGATED TO THE HOSTEL MANAGER**

### **Outcome statement**

Authority and responsibilities are clearly delegated to the Hostel Manager in accordance with all policies as approved by the Board.

### **Scope**

The Principal resolves to delegate authority and responsibilities to the Hostel Manager as outlined below.

### **Delegations**

This document is to be read in conjunction with the Delegations of Authority to the Principal (Appendix 2) and Delegations of Authority Schedule (Appendix 5).

The Principal resolves to delegate to the Hostel Manager the following powers and responsibilities:

1. Employment of hostel staff with all employment agreements to be prepared in accordance with the School's approved operating practices and procedures and authorised by the Principal or their nominee/delegate.
2. Authorise expenditure / payments of all operational and capital expenditure, excluding salaries within the delegations outlined in Appendix 5 that fall within the Hostel budget approved by the Board.
3. Undertake inquiry into issues involving students / staff with the proviso that the Principal will be informed of all issues that are of a serious nature. The decision to discipline a staff member remains with the Principal.
4. Discipline students in accordance with the Hostel Handbook and in accordance with all approved policies and procedures. The decision to stand down a student remains with the Principal, while the decision to expel a student from the Hostel remains with the Hostel Committee.
5. Request medical certificates from staff for an absence on sick leave in excess of three days.
6. Staff performance management including staff performance appraisals.
7. The day-to-day operational management of the Hostel.



## **APPENDIX 5: DELEGATIONS OF AUTHORITY SCHEDULE**

### **Outcome statement**

Detailed authority and responsibilities and their associated dollar value limits are clearly defined and delegated to the Principal and other key senior roles within the school.

### **Scope**

The Board delegate authority to the Principal and key senior roles within the school as outlined below.

### **Expectations and Limitations**

The expectations in relation to this schedule include:

1. That the schedule applies to budgeted items only.
2. It assumes that all expenditure is within budget.
3. In all cases, a 'one-up' rule applies, where approval can only be given by the next tier of authority within the school. For example, the Board approves the Principal's activity, and Deputy Principals can approve activity for Heads of Department.
4. Where a delegate is absent from their normal role or place of work, and if that delegate requires documentation to be executed or authorised on their behalf during such an absence, then the following is required:
  - 4.1. The delegate will email issue a statement to all relevant parties the details of:
  - 4.2. The name of the individual who is receiving the authority and the duration of the authority. This email requires a 'reply to all' response from the delegates manager, giving approval of the temporary delegation.
  - 4.3. All documents authorised on behalf of another person should be executed with the person's own signature (including the words 'on behalf of' and the name of the person who normally holds the authority).
5. Authority may not be delegated to any person who is not an employee or Board member of the school.

### **Delegations**

Refer to the table below.

## Delegations of Authority Schedule

No.	Activity	Level F	Level E	Level D	Level C	Level B	Level A	Comments
	< less than > more than	HoD/Budget holders (teaching and non-teaching)	Deputy Principal & Hostel Manager	Business Manager	Principal	Presiding Member	Full Board	
<b>1.</b>	<b>Budget approval</b>							
1.1	Operating Budgets						All*	* on recommendation from F&P Committee
1.2	Capital Budgets						All*	* on recommendation from F&P Committee
1.3	Budget Amendments - operational					<\$50,000	>\$50,000	Above Board approved budget
1.4	Budget Amendments - capital					<\$10,000	>\$50,000	Above Board approved budget
<b>2.</b>	<b>Purchasing - Operations</b>							
2.1	Ordering of goods and services within approved budget	<\$1,000	<\$10,000	<\$10,000	<\$50,000	Yes	Yes	Assigned to specific cost centre
2.2	Authorisation of invoices within approved budget	<\$1,000	<\$10,000	<\$10,000	All	All	All	Assigned to specific cost centre
2.3	Payment of koha and gifting							As per policy
2.4	Travel expense approval	Nil	Yes	Yes	Yes	Yes	Yes	As per policy and 'one-up' rule
2.5	Petty cash creation and reimbursement	Nil	\$200	\$200	\$500	Nil	Nil	HM/DP added as petty cash held at Hostel
<b>3.</b>	<b>Purchasing - Capital (MoE Funded)</b>							
3.1	Approve 10 Year Property Plan (Project listing, estimated costs and scope)	Nil	Nil	Nil	Nil	Nil	Yes	Sign off by Board
3.2	Tender evaluation input	Nil	Nil	Yes	Yes	Nil	Nil	Can be Level D and C approved delegate.
3.3	Approve tender evaluation recommendation	Nil	Nil	Nil	Yes With PM	Yes With P	Nil	Level C and B in consultation
3.4	Approve contract for preferred	Nil	Nil	<\$10,000	>\$10,000	>\$10,000	Nil	Level C and B in

No.	Activity	Level F	Level E	Level D	Level C	Level B	Level A	Comments
	< less than > more than	HoD/Budget holders (teaching and non-teaching)	Deputy Principal & Hostel Manager	Business Manager	Principal	Presiding Member	Full Board	
	tenderer (including confirmed scope)				with PM	with P		consultation
3.5	Signing authority for Ministry of Education documentation	Nil	Nil	Nil	As per MoE requirements	As per MoE requirements	Nil	
3.6	Approve alteration to existing contract	Nil	Nil	Nil	<\$50,000	Nil	>\$50,001	
3.7	Authorisation of invoices within approved contracts / scopes of work	Nil	Nil	Nil	<\$50,000	>\$50,001 with P		Level C and B signatures required for >\$50,001
<b>4.</b>	<b>Purchasing - Capital (Board Funded) * (including hardware/software)</b>							*Contracts +3-year term requires Board approval
4.1	Confirm scope of work	Nil	Nil	Nil	Nil	Nil	All	Sign-off by Board
4.2	Approve contract for preferred tenderer	Nil	Nil	<\$5,000	<\$10,000	<\$20,000	>\$20,000	
4.3	Approve alteration to existing contract	Nil	Nil	Nil	<\$50,000	>\$50,001		Principal to advise Board PM to consult with F&P Committee
4.4	Authorisation of invoices within approved contracts / scopes of work	Nil	Nil	Nil	<\$50,000	>\$50,001 with P		Level C and B signatures required for >\$50,001
<b>5.</b>	<b>Disposal of Fixed Assets</b>							
5.1	Identify assets for disposal	Nil	All	All	All	All	All	
5.2	Offer for sale or arrange disposal	Nil	Nil	Nil	<\$5,000	<\$10,000	>\$10,000	
5.3	Report on proceeds or costs	Nil	Nil	<\$5,000	<\$5,000	<\$10,000	>\$10,000	
<b>6.</b>	<b>Bank &amp; Cash Management</b>	Nil	Nil					
6.1	Authorise payments from working account	Nil	Nil	signatories only	signatories only	signatories only	signatories only	
6.2	Transfer funds between call accounts	Nil	Nil	signatories only	signatories only	signatories only	signatories only	
6.3	Authorise Term Deposits	Nil	Nil	Nil	< 12 months with B*	> 12 months	Information only	*Level B, Presiding Member delegates <12 mth decisions to F&P Committee with Level C.

No.	Activity	Level F	Level E	Level D	Level C	Level B	Level A	Comments
	< less than > more than	HoD/Budget holders (teaching and non-teaching)	Deputy Principal & Hostel Manager	Business Manager	Principal	Presiding Member	Full Board	
6.4	Report to Board	Nil	Nil	All	All	All	Nil	
6.5	Approve opening new current accounts	Nil	Nil	Nil	Nil	Yes	Yes	
6.6	Approve applications for loans	Nil	Nil	Nil	Nil	Nil	Yes	
<b>7.</b>	<b>Human Resources</b>			Nil	Nil			
7.1	Employment of Principal	Nil	Nil	Nil	Nil	Nil	Yes	
7.2	Employment of Business Manager	Nil	Nil	Nil	Yes with PM	Yes with P	As required	Level C & B and in consultation with Board
7.3	Employment of Senior Leaders	Nil	Nil	Nil	Yes with PM	Yes with P	As required	Level C & B and in consultation with Board
7.4	Approve increments (non-teaching staff)	Nil	Nil	Nil	Yes	Yes	Yes	
7.5	Employment of teaching staff (permanent)	Nil	Nil	Nil	Yes	No	No	
7.6	Employment of teaching staff (temporary)	Nil	Nil	Nil	Yes	No	No	
7.7	Employment of non-teaching staff (not otherwise mentioned)	Nil	Yes, with P	Yes, with P	Yes	No	No	Level D & E in consultation with C
7.8	Alter employment conditions	Nil	Nil	Nil	Yes	No	No	
7.9	Dismiss an employee	Nil	Nil	Nil	Yes, with PM	Yes, with P	As required	Level C and B in consultation with Personnel Committee
7.10	Approve leave*	Nil	Only non-teaching subordinates	Only reporting line subordinates	Yes	Yes	No	
7.11	Approve leave that falls outside of Collective Agreements	Nil	Nil	Nil	Nil	Nil	Yes	Board delegates to Personnel Committee
7.12	Change organisation reporting relationships	Nil	Nil	Nil	Yes, with PM	Yes, with P	No	Level C and B in consultation with Personnel Committee

No.	Activity	Level F	Level E	Level D	Level C	Level B	Level A	Comments
	< less than > more than	HoD/Budget holders (teaching and non-teaching)	Deputy Principal & Hostel Manager	Business Manager	Principal	Presiding Member	Full Board	
<b>8.</b>	<b>Communication</b>							
8.1	Communication with Ministers of the Crown	Nil	Nil	Nil	Yes, with PM	Yes, with P	No	Level C and B in consultation
8.2	Communication with Members of Parliament	Nil	Nil	Nil	Yes, with PM	Yes, with P	No	Level C and B in consultation
8.3	Communication with Secretary for Education	Nil	Nil	Nil	Yes, with PM	Yes, with P	No	Level C and B in consultation
8.4	Communication with Ministry officials	Nil	Yes	Yes	Yes	Yes	Yes	
8.5	Communication with ERO (non-review)	Nil	Nil	Nil	Yes	Yes	Yes	
8.6	Communications to parents (policy)	Yes	Yes	Yes	Yes	Yes	No	
8.7	Communications to and with media*	No	No	No	Yes, with PM	Yes, with P	No	Level C and B in consultation *excludes social media regular communication
<b>9.</b>	<b>Legal &amp; Compliance</b>							
9.1	Engage a legal representative	Nil	Nil	Nil	Nil	Nil	Yes	
9.2	Engage the school auditors	Nil	Nil	Nil	Nil	Nil	Yes	
9.3	Amend this delegation matrix	Nil	Nil	Nil	Nil	Nil	Yes	
9.4	Make an insurance claim (property)	Nil	Nil	All	All	Nil	Nil	
9.5	Make an insurance claim (liability)	Nil	Nil	All	All	Nil	Nil	
9.6	Delegation of authority to a sub-ordinate	See table below	See table below	See table below	See table below	See table below	See table below	
<b>10.</b>	<b>Health and Safety (H&amp;S)</b>							
10.1	All H&S obligations to be identified and observed	All	All	All	All	All	All	
10.2	Ensure all practices meet H&S and risk management good practices, ensuring safety of staff, students, school and	All	All	All	All	All	All	

No.	Activity	Level F	Level E	Level D	Level C	Level B	Level A	Comments
	< less than > more than	HoD/Budget holders (teaching and non-teaching)	Deputy Principal & Hostel Manager	Business Manager	Principal	Presiding Member	Full Board	
	public							
10.3	Identify and mitigate hazards – escalate as per process	All	All	All	All	All	All	
10.4	Identify / record all near miss or actual incidents – escalate as per process	All	All	All	All	All	All	
10.5	Identify potential high-risk issues/ events, record and escalate as per process	All	All	All	All	All	All	
10.6	Reporting – near miss, actual and/or potential high-risk incident or events	Nil	Nil	Yes	Yes	Yes	Yes	Board notification required

Table Footnote:

All figures exclude Goods and Services Tax.

Item 7.10 Approve leave – BM and HM may approve leave up to staff entitlement. The Principal must be consulted for request beyond entitlement.

The Principal may approve leave up to 2 weeks beyond staff entitlement. The Personnel Committee must be consulted for leave requests beyond this period.

### Abbreviations and Temporary Delegations

Level	Role	Abbrev.	Ability to delegate authority
Level A	Full Board	FB	May not delegate their authority
Level B	Presiding Member	PM	May delegate in their absence to Deputy Presiding Member or any Board Sub-Committee
	Board Member (excluding Principal)	BM	May delegate to another Board Member
Level C	Principal	P AP PN DP BM HM	May delegate in their absence to: Acting Principal Principals Nominee (NZQA) Deputy Principal Business Manager Hostel Manager
Level D	Business Manager	BM	May delegate in their absence to Team Leader

	Hostel Manager	HM	May delegate in their absence to Assistant Hostel Manager
Level E	Acting/Deputy Principal	AP/DP	Except for the AP, may delegate their authority to another DP.
Level F	Head of Department (Teaching)	HOD	May delegate in their absence to Assistant HOD (unit holder)
	Budget Holder (Non-Teaching)	HODNT	May not delegate their authority