



DELEGATIONS POLICY
School Vision: Building for Eternity

"Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord"
Colossians 3:23,24

Principles:

Delegations can be to a person or a committee.

Committees must have a minimum of 2 persons, at least one of whom must be a board member.

The Principal and the Board's Presiding Member are ex-officio members of all committees with the exception of the Student Disciplinary / Suspension Committee

Rotorua Seventh-day Adventist School List of Committees
and List of Delegations

Date of Minuted Delegation	Committee & Personnel	Term of Delegation and Terms of Delegation
24 th July 2019 23 January 2020 26 January 2021	Chairperson Victoria Finch	1 st meeting of each year or at the first meeting following triennial Board elections except in the final year of the Board's term.
8 th August 2019 7 th November 2020*	Finance Committee (Principal & Presiding Member as ex-officio + 2 other members) Justine Esposito *Cory Browne (replaced Leonie Gardiner)	Following each board election, every 3 years or when there is a change of Board membership affecting committee members. In addition to ex-officio members, non-board members with appropriate expertise (eg accounting skills) may be included as committee members That the finance committee members are delegated authority to be members of the board's finance committee acting under the terms of reference for this committee.

	Acting Chairperson / Presiding Member	To be appointed by vote where necessary in the absence of the Chairperson / Presiding Member in situations of illness or absence.
	Employment /Appointment Committee (Principal & Presiding Member as ex-officio) 1 member must be a Proprietor Appointee for tagged positions	To be appointed as necessary for a specific period of time for the purpose of appointing new staff members. In addition to ex-officio members, non-board members with appropriate expertise (eg chaplain, church pastors) may be included as committee members
	Property Committee (Principal + Presiding Member as ex-officio members,)	To be appointed if necessary (otherwise this function is retained by the Board)
All board members – legislative requirement	Student Disciplinary / Suspension Committee (All board members except the Principal)	Ongoing That all current board members except the principal are delegated authority to be members of the board’s student suspension committee acting under the terms of reference for this committee.
	Policy Committee	To be appointed if necessary (otherwise this function is retained by the Board)
	Acting Principal	To be appointed for a specific period only in situations where the Principal is absent for >5 days (refer Board Delegations to Principal).
	Health & Safety	To be appointed if necessary (otherwise this function is retained by the Board)
26 January 2021	Emergency Housing Working Group Principal + Presiding Member as ex-officio members, Justine Esposito	Authority to complete tasks required and make decisions immediately on behalf of the Board in relation to Emergency housing issues and to contact relevant stakeholders (no financial authority). All media exposure via Board Chair. Maintain communications with Proprietor (Roger Marshall)
	Complaints Committee	To be appointed by the Board as necessary in line with the Concerns and Complaints policy

Committee Terms of Reference

Finance Committee Terms of Reference

Responsibility of the Board:

- The School Board has overall responsibility for the financial management of the school.
- The day-to-day management of the school's finance and budget rests with the principal.

The Finance Committee as a committee of the board is responsible for providing guidance to the principal for financial matters.

Purpose of the Finance Committee:

The Finance Committee was formed to guide the principal in the financial management of the school. The Finance Committee can make recommendations to the full Board regarding financial issues,

Members: Refer to List of Committees

The Finance Committee is responsible to the board for:

1. In association with the principal, recommending an annual operating and capital budget, including professional development budget allocation for the principal and the staff.
2. Determining the level of budgetary discretion available to the principal.
3. Monitoring and reporting on the annual budget via the principal
4. Review on behalf of the board accounts passed for payment by the school. Advising on additional funding sources
5. Where appropriate, assisting the principal to prepare a financial results report, this is to be provided to the board by the principal at every board meeting.
6. Recommending changes to financial policy
7. Overseeing the preparation of the annual accounts for board approval.
8. Assisting the principal in reporting financial performance to parents and the community
9. Providing input into the school's strategic plan.
10. Preparing special reports for consideration by the board.
11. Annually reviewing the school's risk management needs and insurance cover
12. Assessing and making recommendations to the board on requests for spending on individual items outside of budget.

Compliance Reporting

The principal is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the board, with recommendations on the actions required to meet compliance.

Finance Committee Annual Calendar as recommended by NZSTA

Date	Action Required
February	Finance Committee self-review
March	Annual Accounts prepared and forwarded to the Auditors.
April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes. Note: this should also encompass normal cyclical maintenance and Capital Works
May	Community reporting on financial performance
June	Ensure any issues raised by the auditor have been addressed
August	Annual review of risk management needs and Insurances
September	Annual plan available as an input document for preparation of the budget
October	Initial annual budget recommendations submitted to the board
November	Revised annual budget (if required) submitted to the board for approval

Employment / Appointment Committee Terms of Reference

Responsibility of the Board:

The School Board has overall responsibility for the staff appointments of the school whether teaching or non-teaching. The special character staffing provisions of the Deed of Integration and of the Education Act are fundamental to, and essential for, maintaining the Seventh-day Adventist special character of the school. The key governance responsibilities of the Board are further detailed in Part 4 Appointment of Staff section 4.1 of the Proprietors' Handbook, Adventist Education 2019 and in the Board's Staff Appointments Policy. The Employment (or Appointments) Committee may be appointed as necessary as a committee of the board.

Purpose of the Employment Committee:

The Employment Committee was formed to provide guidance to the principal in the employment of tagged teaching positions within the school in compliance with the Deed of Integration.

Members: Refer to List of Committees – MUST include at least one Proprietor Appointee

Property Committee Terms of Reference

Responsibility of the Board:

It is the responsibility of the board to ensure that all school assets, including “property” (land, buildings and associated infrastructure) provide a safe, healthy and suitable learning environment for students and that such assets are adequately protected and maintained.

Property obligations and responsibilities are split between the Board and the Proprietor and are outlined in the Deed of Integration. The Board is required to bring to the attention of the Proprietor any items within the ‘major maintenance’ category (ie those that may incur costs in excess of \$5,000).

The day-to-day management of the school’s assets, including property, is delegated by the Board to the Principal.

Purpose of the Property Committee:

The property committee comprises the Principal plus other members of the Board as agreed at the start of each year or Board term to support the Principal in fulfilling the Board’s obligations under NAG 4. Board chair as ex-officio

Members: Refer to List of Committees

Responsibilities of the Property Committee:

The Property committee is responsible to the Board for ensuring that the board’s obligations relating to property are adequately fulfilled. These responsibilities shall include:

1. Ensuring that a relevant 5yr and 10yr property plan is in place which supports achievement of the school vision, mission and values and reflects the priorities agreed by the Board.
2. Ensuring that adequate maintenance of property is carried out and is compliant with any current asset management agreement.
3. Supporting the Principal in the development of specific property-related plans and projects in line with the 5 and 10 year Property Plan.
4. Supporting the Principal in managing the implementation of property-related plans and projects as agreed by the Board in order to achieve the best outcome for the school and students and to avoid an excessive time-burden on the Principal on property-related matters.
5. Reporting to the Board on property project progress (including costs & timelines) and to any other interested parties (community, neighbours etc.) as determined necessary by the Board.

It is recognised that to adequately discharge these responsibilities, the Property Committee may need to employ specialist resources such as engineers, architects, project managers etc. Where the cost of such specialists is anticipated to exceed \$5000 on any individual project for which an agreed budget does not exist then these costs shall be discussed and agreed with the Board.

It is further recognised that in the case of a major property or infrastructure project (such as major building renovation or new buildings), the Board may decide to set up a specific Project Committee to support the implementation of such a project. In this circumstance, the Property Committee delegates its responsibility for the Project to the Project Committee. Major property or infrastructure projects will be undertaken in conjunction with the Proprietor.

Student Disciplinary /Suspension Committee Terms of Reference

Purpose:

To ensure that all processes relating to the suspension of students adhere to the requirements of the Education & Training Act 2020 [Sections 79-89](#) and any relevant Ministry of Education guidelines.

Committee Members:

All members of the board excluding the principal. The chair of this committee is the board chair/presiding member or in the chair's absence will be determined by the committee. The quorum for the committee shall be two Board Members.

Delegated Authority:

That the powers conferred on the board under Sections 15 and 17 of the Education Act 1989 be delegated to the discipline committee of the board of trustees. The committee will:

- act in fairness, without bias or prejudice and with confidentiality
- act within legislation and the MoE guidelines
- act only on written and agreed information, not verbal hearsay
- use processes of natural justice in discipline hearing procedures
- make recommendations on discipline matters to the board as necessary.

The board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions at each board meeting by the principal.

Rotorua Seventh-day Adventist School Board Schedule of Board Delegations to the Principal

Adopted by the Rotorua Seventh-day Adventist School Board on XX September, 2021

Introduction

1. This Schedule of Delegations (the Schedule) was approved by the Rotorua Seventh-day Adventist Board (the Board) at its meeting on September 21, 2021 and came into effect 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 responsible. If these principles are observed, then the Board can be certain its responsibilities concerning the Education and Training Act 2020, the Crown Entities Act 2004, reprinted 2017, (<http://www.legislation.govt.nz/act/public/2004/0115/129.0/DLM329631.html>) and the Financial Reporting Act 2018 (<http://www.legislation.govt.nz/act/public/2013/0101/latest/DLM4632837.html>) 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 provides the delegations and is signed by the parties involved. An outline example is set out at the end of this Schedule.
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 September 21, 2021. Note that this is an updated version of that unanimously agreed on November 7, 2019
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 Board Members present at the Board meeting.

Delegations retained by the Board

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

- Approval of all operating, capital, cash flow and property maintenance budgets and amendments to these budgets;
- Commitment to operating expenditure for any invoice more than \$500.00 not approved in the Annual Budget;
- The commitment or purchase of capital expenditure;
- The disposal of fixed assets with a cost price more than \$1,000;
- The transfer of money between any Board Bank accounts, including term deposit accounts, in excess of \$5,000 and for a period longer than 12 months;
- The appointment of all permanent staff and the salary and terms of conditions on which they are employed including those which exceed the positions funded by Ministry of Education salaries grants; refer to Staff Appointment policy
- Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than 2 half-days;
- The termination of employment of any paid employee;
- Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- Formal communication and agreements with the Minister of Education, and any other Minister of the Crown, or Member of Parliament;
- 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 Board Presiding Member;
- Interviews with the media and the distribution of media releases on any matter which involves the Rotorua Seventh-day Adventist School;
- The initiation of any legal actions and any communications concerning these actions;
- Signature of any formal or legal agreement which is in the name of Rotorua Seventh-day Adventist must involve the Board.

Note:

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

Schedule of Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

- Implement the operational plans and give priority to the school goals, aims and objectives;
- Authority to stand down or suspend students as per MoE Guidelines;
- Financial expenditure within the annual approved budget and budget limitations;
- Emergency property maintenance, for example, fallen tree, leaky building, plumbing issue. On notice to the principal of the issue / concern, the principal will immediately notify the Presiding Member and Board Property Officer before any action to remediate the issue / concern is taken,
- Working with the Board for employment of staff; that is permanent and fixed-term teachers, and support staff, within staffing entitlement and approved budget; the Board will be immediately notified of any vacancy or need to make any appointment. The Principal will implement the delegated authority to make appointments within the Board's policy framework adhering to the Staff Appointment Policy .
- Adhering to the legal requirements for employment of staff in tagged positions along with Proprietor requirements in and other legal requirements within the School's Deeds of Integration
- Allocation of salary units; as per the Primary Teachers' Collective Agreement;
- Suspension of staff following NZSTA advice and informing the Board;
- Management of the banked staffing provisions; Principal's monthly reports to the Board will include status of school's staffing entitlement (SUE Report);
- Staff appraisals; to report to Board in Term 4 each year concerning completion of appraisals;
- On the instruction of the Board, initial investigations relating to a complaint against a staff member; implementation of Concerns and Complaints policy and procedures;
- Hire, deploy and terminate relieving and auxiliary staff positions in consultation with the Board; as per Primary Teachers' Collective Agreement and in line with the Board's Staff Appointment Policy;
- Preserve assets;
- Act as Protected Disclosures and Privacy Officer;
- The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas, NELP (National Education Learning Priorities) and requirements as specified in official educational policy documents, and the Education and Training Act 2020;
- 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 Agreements;

- Approval of any orders for goods and services, provided such an order will not exceed the Board approved budget by more than \$500.00, for the expenditure item involved;
- Transfers to at-call deposits of amounts less than \$5,000 and for periods less than 12 months
- Ordering fixed assets for which the capital expenditure has the prior approval of the Board as minuted by resolution of the Board;
- Approval for payment of monthly Invoices for heat, power and water that fall within expected expenditure. Invoices that appear to exceed expected expenditure must be immediately brought to the attention of the Board;
- The appointment of relieving and casual staff provided such appointment is within the budget allocation for this person and provided this delegation is not given to any other staff member; and
- 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.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board, where other specific delegated authorities may be stated, along with annual performance goals.

During any absence of the Principal from the School for more than five days, these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Presiding Member. In such absence, the Acting Principal shall sign a copy of this Schedule, or, if requested by the Board, the Schedule in appendices 1-3.

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 regarding the requirements set out in the Board's Schedule of Delegations.

Principal's Name: _____

Signed _____

Principal

Signed _____

Board Chair/ Presiding Member

On behalf of, and with the authority of the Board on _____

School Risk Assessment & Communication Action Protocols

Should the Principal, (Acting Principal or Relieving Principal) consider there is, or may be, a risk to the school, staff, students and/or community, it is expected the Principal will immediately apply the following communication protocols. A risk may be one or more of the following, or a one-off unique situation:

- fire
- flood
- earthquake
- intruder
- severe accident, causing trauma to victim and/or others
- death
- loss of heat, light, power, water
- emergency maintenance
- pandemic, or flu epidemic

The following steps **1** and **2** are required to be taken:

Other steps may also be required in conjunction with the Presiding Member

1. Phone the school's Senior MoE Adviser for advice and guidance: Margot Nielson Ph: (07) 3431362 | Mobile 0272651198 Margot.Nielsen@education.govt.nz
2. Phone the Board Presiding Member for information sharing and guidance: Victoria Finch Ph: 021 270 2795 botchair@sda.rotorua.school.nz
3. Contact School's Insurer, providing information and requesting guidance: Marsh - broker for NZI Jody Sinclair Ph (04) 819 2443 m: 021 678 014 | e: jody.sinclair@marsh.com
4. Contact school Proprietor Property Adviser for advice and guidance: Roger Marshall Ph: 021 710481
5. Contact School Trustees Association: Helpline 0800 693 443 quote school #4129
6. Contact NZEI: Helpline 0800693443
7. Contact Principal's support person, mentor/coach

Signed _____

Board Presiding Member

On behalf of, and with the authority of the Board on _____ 2021

Note: each page to be initialled

Signed _____

Principal

Date: _____ 2021

Note: each page to be initialled

Appendix 1 – Acting Principal Delegations

Principal's Delegations to Specified Positions

MEMORANDUM OF DELEGATION

Further to the Board's Delegation to me as Principal, and the Board's approval to delegate to a specified staff position, I hereby delegate to <Name> the following responsibilities:

Acting Principal, Rotorua Seventh-day Adventist School for the period of Term X, 202X

These Delegations are to be exercised in terms of the Principal's Delegations as adopted by the Rotorua SDA School Board noted in Appendix 2

Signed by the Principal _____

Dated this XXth day of XXXX, 202X

I accept responsibility for the proper execution of the Delegations assigned to me as **Acting Principal** from XX/X/202X to X/X/202X and I will exercise these in terms of the requirements set out in the Board's Policy and Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Signed by XXXXXX

Full name

Position of Responsibility

Dated this 20th day of July, 2021

Note: two identical copies of this memorandum 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

DELEGATION OF AUTHORITY TO THE PRINCIPAL

(copied from Delegations of Authority adopted by the Rotorua SDA School Board of Trustees on 7 November 2019 and reviewed by Adventist Education 'The Proprietors' on 21 February 2021)

Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

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. Approval of any orders for goods and services up to the value of \$500 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
4. Transfers to at-call deposits of amounts less than \$5,000 and for periods less than 12 months;
5. Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
6. The appointment of 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;
7. 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
8. 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 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. In such an absence the Acting Principal shall sign a copy of this Schedule and all other delegations are retained by the Board

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 _____

Principal

Signed _____

Board Chair

On behalf of, and with the authority of the Board on XX^h day of _____ 202X

**DELEGATION OF AUTHORITY – ACTING PRINCIPAL
for a period of XX weeks commencing XX/X/202X**

<Name>

The document is to be read in conjunction with the Delegations of Authority to the Principal and the Financial Delegations.

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

1 Employment:

The employment of non-teaching staff must be in consultation with and involve the School Board and in the case of the New Zealand SDA Schools Association, employment of staff must also involve the Education Directors.

Permanent teaching appointments must be in consultation with the School Board including the Board Chair/Presiding Member and must also involve the Proprietors.

2 Performance management:

The advice of NZSTA and the Board Chair/Presiding Member 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 Rotorua SDA School 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 Chairperson.

Note: In the absence of the Board Chair/Presiding Member the remainder of the Board is to be contacted via email.

Victoria Finch
Board Chair/Presiding Member
Rotorua SDA School Board

XXX
Acting Principal

.....
Date XX/X/202X

.....
Date

End of Appendices

FORMULATED BY: Rotorua Seventh-day Adventist School Board

APPROVED: Presiding Member, Victoria Finch _____

BOT RATIFIED: 21 September 2021

BOT REVIEWED: 9 November 2019

20 January 2020

26 January 2021