



WHANGAPARĀOA COLLEGE

Together Believe Achieve Ngātahi Whakapono Tutuki

Delegated Authorities

- 1) A Deputy Principal will be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and, in particular, the Acting Principal be delegated the powers of the Principal pursuant to Section 14 of the Education Act 1989 and the rules promulgated regarding this section of the Act.
- 2) The appointment of staff will be carried out by the Principal in accordance with the Board's Appointment Policy.
- 3) The Principal is delegated authority to attest employees' performance and determine salary increments as per school procedures and Collective Agreements.
- 4) The Principal will undertake the process required for teacher competency as defined in the Collective Agreement. The Board further gives full and absolute authority to the Principal to make the final decision where competency has not been met, including the authority to dismiss a teacher in accordance with the Collective Agreement.
- 5) The Principal will carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in accordance with the applicable employment agreement provisions and the Protected Disclosures policy.
- 6) The Principal is delegated the power to stand-down or suspend a learner in the case of serious misbehaviour, gross misconduct and/or continual disobedience, in accordance with the MOE's "Guidelines for Principals and Boards of Trustees on stand-downs, suspensions, exclusions and expulsions".
- 7) The disciplinary sub-committee with at least two Trustees is delegated the power to act on the Board's behalf in suspension cases.
- 8) Multi year contracts over \$50k require approval from the Finance Chair.
- 9) The Principal is delegated the power to authorise all payments over \$2,000 and up to \$50,000 on budgeted items. Payments over \$50,000 requires approval from the Finance Chair and a Finance Committee member.
- 10) The Principal is delegated the power to authorise spending of up to \$5000 on an unbudgeted item he/she considered very important, that cannot wait until the next Board meeting for approval.
- 11) The Principal has the delegated authority to stand-down or terminate all staff in compliance with legislation and Government Orders, including those related to compliance with Covid-19 guidelines.
- 12) The Principal is delegated the power to suspend an employee in the case of serious misconduct in accordance with the relevant employment agreement of the employee.
- 13) The Principal is the Privacy Officer.
- 14) The Principal is delegated authority to sign agreements, contracts and Ministry of Education documents which require the Principal's signature.
- 15) The Principal is delegated authority to approve all learner trips and courses within New Zealand (as per Section 71 of the Education Act).
- 16) The Principal is delegated authority to issue refunds to International Fee Paying Students.
- 17) The Board of Trustees Chairperson or delegate is delegated authority to close the school for instruction under the special circumstances provided for under the Education Act.