



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 4 - Schedule of Delegations

Date Approved: 23 February 2021

Review Date: February 2022

- Decision Making Authority (Joint unless otherwise stated)
 Input / Recommendation

Function/Activity	Board Chair	Board	Principal	Resource Manager	Comments
School Charter					
Changes to Charter		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Board of Trustees					
Number & Composition		<input type="checkbox"/>			
Appointment		<input type="checkbox"/>			
Fees		<input type="checkbox"/>			
Duties		<input type="checkbox"/>			
Professional Advisors					
Appointment of external auditor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Appointment of legal advisor		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Banking arrangements					
Negotiating facilities		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Appointment of signatories		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Investments					
Treasury policy for investments			<input type="checkbox"/>	<input type="checkbox"/>	Resource Manager's monthly report to include a summary of current investments
Contracts and Leases					
Contracts with value of more than \$10,000 p/a or for a term of more than one year		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Principal or Chairperson
School media releases/major issues or stories		<input type="checkbox"/>	<input type="checkbox"/>		Chairperson/Principal to be spokesperson for the Board
Strategic Plans, Annual Plan and Budget					
Approval of Strategic Plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of Annual Plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of Annual Report		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of annual operating budget		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of annual capital expenditure budget		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Insurance					
Appointment of broker and underwriters			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Method and basis of cover			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Legal action					
Initiating legal action by Waimea College		<input type="checkbox"/>	<input type="checkbox"/>		Principal or Chairperson
Responding to legal action against Waimea College		<input type="checkbox"/>	<input type="checkbox"/>		Principal or Chairperson
Legal action to recover debt		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Principal or Chairperson

Function/Activity	Board Chair	Board	Principal	Resource Manager	Comments
Other					
Declarations on behalf of the Board		<input type="checkbox"/>	●		Principal or Chairperson
Teachers' Council Reports			<input type="checkbox"/>		Report to Board
Personnel					
Personnel policies and procedures		<input type="checkbox"/>	●	●	
Collective Employment Agreements			<input type="checkbox"/>	●	
Principal:-					
<i>Appointment</i>		<input type="checkbox"/>			
<i>Responsibilities</i>		<input type="checkbox"/>			
<i>Remuneration and benefits</i>		<input type="checkbox"/>			
<i>Performance Appraisal</i>		<input type="checkbox"/>			
Senior Leadership Team					
<i>Appointment</i>		<input type="checkbox"/>	<input type="checkbox"/>		
<i>Responsibilities</i>			<input type="checkbox"/>		
<i>Remuneration and benefits</i>			<input type="checkbox"/>		
<i>Performance Appraisal</i>			<input type="checkbox"/>		
Other Teaching Staff					
<i>Appointment</i>			<input type="checkbox"/>		Also delegated to other SLT members
<i>Responsibilities</i>			<input type="checkbox"/>		Also delegated to other SLT members
<i>Remuneration and benefits</i>			<input type="checkbox"/>		
<i>Performance Appraisal</i>			<input type="checkbox"/>		Also delegated to other members of SLT and HODs.
Support Staff					
<i>Appointment</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Responsibilities</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Remuneration and benefits</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Performance Appraisal</i>			<input type="checkbox"/>	<input type="checkbox"/>	Also delegated to other members of SLT and HODs
Subcontractors					
<i>Engagement & Terms thereof</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Contractual Management</i>			<input type="checkbox"/>	<input type="checkbox"/>	
Engaging Casual Staff (LTR & Fixed Term Positions up to twelve months)			<input type="checkbox"/>	<input type="checkbox"/>	
Employee suspensions			<input type="checkbox"/>	●	
Employee terminations					Principal to advise Board of all potential personal grievances/litigation
<i>Staff reporting to the Principal</i>		<input type="checkbox"/>	●		
<i>Other Staff</i>		<input type="checkbox"/>	●	●	
Employee expense claims:-					Chairperson to authorise all Principal's expense claims. Other staff also delegated to SLT.
<i>Principal</i>	<input type="checkbox"/>				
<i>Senior Leadership</i>			<input type="checkbox"/>		
<i>Other Staff</i>			<input type="checkbox"/>	<input type="checkbox"/>	
Overseas travel:-					
<i>Principal</i>	<input type="checkbox"/>				
<i>Other</i>			<input type="checkbox"/>		
Special Leave:-					Refer Leave Procedures and Guidelines
<i>Principal</i>	<input type="checkbox"/>				
<i>Other</i>	<input type="checkbox"/>		●	●	
Sick Leave:-					
<i>Principal</i>	<input type="checkbox"/>				

Function/Activity	Board Chair	Board	Principal	Resource Manager	Comments
<i>Other</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical Certificate for leave in excess of 5 days
Discretionary Leave:-					Associate Principal and Resource Manager up to 5 days
<i>Principal</i>	<input type="checkbox"/>				
<i>Other ≤10 school days</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Other ≥ 11 school days</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Competency Procedures:-					As per PPTA clauses 3.3.3(d) and 3.3.2(e) Reported to Board
<i>Teaching</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<i>Other</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Suspensions After Complaint		<input type="checkbox"/>	<input checked="" type="checkbox"/>		Reported to Board
Training Courses:-					Within Principal's expense account
<i>Principal</i>	<input type="checkbox"/>				
<i>Senior Leadership</i>			<input type="checkbox"/>		
<i>Other Staff</i>			<input type="checkbox"/>	<input type="checkbox"/>	
Purchasing					
Negotiating supplier agreements			<input type="checkbox"/>	<input type="checkbox"/>	
Committal of expenditure					HODs within approved budget
<i>Budgeted and ≤ \$500</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Budgeted and ≤ \$10,000</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Unbudgeted and ≤ \$10,000</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Unbudgeted and ≥ \$10,001</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Property, Plant and Equipment					
Committal of capital expenditure					Resource Manager's monthly report to the Board to include month and year to date actual vs budgeted capital expenditure
<i>Budgeted and ≤ \$20,000</i>				<input type="checkbox"/>	
<i>Budgeted and ≥ \$20,001</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Unbudgeted and within contingency</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Unbudgeted outside of contingency</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Asset disposals and write-offs					Reported to Board
<i>Book value ≤ \$10,000</i>			<input type="checkbox"/>	<input type="checkbox"/>	
<i>Book value ≥ \$10,001</i>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Debtors					
Granting extensions of credit			<input type="checkbox"/>	<input type="checkbox"/>	
Write-off of individual debtor balances		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Building Maintenance					
Internal and external maintenance work					Extraordinary / unplanned to be reported to Board
<i>Cost of ≤ \$5,000</i>		<input type="checkbox"/>		<input type="checkbox"/>	
<i>Cost of ≥ \$5,001</i>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<i>5YP Funds</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Board approval required if BOT funding is required

Closure of School

The Principal has the authority to close the school if necessary due to exceptional circumstances.

Absence of Principal

In the absence of the Principal all delegated authority given to the Principal, is passed to the Associate Principal, or to a Deputy Principal if necessary.

Absence of Chairperson

In the absence of the Chairperson delegated authority is passed to the Deputy Chairperson.

Date Adopted: 23 February 2021

Chairperson:



Waimea College Board of Trustees