



Board of Trustees Policy: Personnel Delegated Authority

8B

Policy Statement

Rationale

1. Personnel management matters are more appropriately handled by the Tumuaki•Principal. They often require a prompt response and cannot be deferred until a full Board of Trustees meeting.

Purpose

2. This policy prescribes the powers and responsibilities delegated by the Board of Trustees to the Tumuaki•Principal, in the management of school personnel.

Guidelines

3. The Board has resolved to delegate to the Tumuaki•Principal the following powers and responsibilities regarding personnel management:
 - a) The employment of:
 - (i) All non-teaching/ support staff;
 - (ii) Teaching staff, including Head of Faculties. An exception will be for the appointment of a Head of Faculty for a specialised nature – such as for Puutake Te Wahanga Maori
 - (iii) Any staff required for long term relieving or fixed term positions.
 - b) Performance management of Teaching and Support Staff.
 - c) Completion of all Teaching Council requirements for registration including mandatory reports as required by the relevant legislation.
 - d) Grant and / or require the following in relation to leave:-
 - On receipt of a medical certificate, absence on Sick Leave in excess of 3 days;
 - Discretionary Leave not exceeding 3 days;
 - Leave without pay not exceeding two weeks.
 - e) Competency procedures in relation to teaching staff in accordance with the Secondary Teachers Collective Employment Agreement (STCA) through to the completion of the evaluation report as set out in the STCA. The report and any recommendation will then be provided to the Board for a decision as set out in the STCA. The Board Chairperson will be informed of the onset of any competency procedures.
 - f) Undertaking any enquiry into a possible breach of discipline by a member of the staff. In the event the issues under investigation are not resolved by discussion with the staff

member and 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. The Board Chairperson to be informed of any such investigation.

- g) Suspending any employee during any inquiry or following receipt of a complaint if the Principal is satisfied that the welfare and interest of any students attending the school or any employees of the school so requires. The Board Chairperson to be informed as soon as possible.
- h) The signing of any declarations on behalf of the Board in relation to information required by the Ministry of Education or other appropriate government organisations. Information is to be tabled at the next Board meeting.

- 4. The Principal will provide notification to the Board, of intended absences from school. Delegated authority may be transferred another member of the SLT.
- 5. A separate policy (BOTFIN 1) prescribes financial delegations.

Notes

- 6. This policy should be read in conjunction with the Education and Training Act 2020, collective employment agreements and other official requirements.

Chairperson _____

Date: September 2020

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Reviewed and Amended
May 2021	Reformatted