



Board Policy: Delegated Authority for Personnel

8B

Policy Statement

Rationale

1. Day to day and professional 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 meeting.

Purpose

2. This policy prescribes the powers and responsibilities delegated by the Board 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) All teaching staff, including Heads of Faculties.
 - (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 of Aotearoa NZ requirements for registration and certification including mandatory reports as required by the relevant legislation.
 - d) Grant and/or approve all entitlement leave in accordance with the relevant employment agreement.
 - e) 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 weeks;
 - Leave without pay not exceeding 40 weeks.
 - f) Competency procedures in relation to teaching staff in accordance with the relevant employment agreement through to the completion of an evaluation report. The report and any recommendation will then be provided to the Board for a decision as set out in the relevant employment agreement. The Board Chairperson will be informed of the onset of any competency procedures.

- g) In accordance with the relevant employment agreement, undertaking any enquiry into possible or alleged misconduct by an employee. In the event the issues under investigation are not resolved and the Tumuaki•Principal is of the view that the matter should proceed to the Board, then the Tumuaki•Principal may advise the Board to initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose. The Board Chairperson to be informed of any such investigation.
 - h) Suspending any employee during any inquiry or following receipt of a complaint if the Tumuaki•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.
 - i) The signing of any declarations on behalf of the Board in relation to information required, or MOU offered, by the Ministry of Education or other appropriate government organisations. Where appropriate this information is to be advised or tabled at the next Board meeting.
4. The Principal will provide notification to the Board, of their intended absences from school. For absences up to 10 days, delegated authority may be transferred by the Tumuaki•Principal to another member of the SLT.
 5. The Board reserves the right to be involved alongside the Tumuaki•Principal in the appointment of a Deputy Principal or Business Manager.

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: May 2022

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Reviewed and Amended
May 2021	Reformatted
May 2022	Reviewed and Amended