



1. The purpose of the Delegations Policy 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 accountable.
2. The Schedule of Delegations (the Schedule) sets out those responsibilities that can only be exercised by the Board of Trustees (the Board), the responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
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. The Principal shall ensure that a copy of the Schedule is made available to the Board, the school's auditors and officers of any Court hearing a case related to the delegations.
5. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.
6. The Schedule is approved as a part of the Board Delegations Policy.
7. Variations or amendments to the Schedule can only be made by the Board.
8. The Board requires the Principal to circulate the Schedule to all relevant staff and for a copy to be included in the School Management Procedures Handbook.

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	Board Chair
Signed on behalf and with the authority of the Board	
Date	



1. Delegations retained by the Board

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

- a. Approval of all operating, capital, cash flow and property maintenance budgets;
- b. Commitment to unbudgeted operating expenditure for any invoice more than \$2,500;
- c. The commitment or purchase of unbudgeted capital expenditure in excess of \$10,000 total for the year;
- d. The disposal of fixed assets with a cost price more than \$3,000;
- e. Leave for staff for a period greater than 5 school days;
- f. The termination of employment of any paid employee;
- g. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
- h. 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 Chairperson;
- i. Interviews with the media and the distribution of media releases on any matter which involves the School, unless approved by the Chair and Deputy Chair of the Board;
- j. The initiation of any legal actions and any communications concerning these actions;
- k. Signature of any formal or legal agreement which is in the name of the School and must involve the Board;
- l. Approval of overnight trips.

m. **Appointments**

All teaching positions are tagged positions (IA Clause 13)

- i. **Principal:** A vacancy in the Principal position shall trigger consultation with the Proprietor. The Board and Proprietor shall co-construct the appointment process.
- ii. **4+ Salary Units / Tagged teaching positions:** For tagged teaching positions of 4 Salary Units or more, the Principal is responsible for establishing the Appointments Panel in consultation with the Board (and Proprietor if necessary) and administrating the process. The Appointments Panel shall include:

- 1 Board Proprietor appointee (or delegate) and
- 1 other Board Trustee

Ordinarily the Board/Principal shall ensure that a Proprietor Representative on the Board of Trustees, or another person nominated by the Proprietor, represents the Proprietor on an Appointments Panel to a tagged position to meet the requirements of the Private Schools Conditional Integration Act 1975 (PSCIA) and its amendments.

- iii. **Tagged teaching** positions: For all other tagged teaching positions the Principal, in consultation with the Proprietor if necessary, is responsible for establishing the Appointments Panel in consultation with the Board (and Proprietor if necessary) and administrating the process. The Appointments Panel shall include:
 - 1 Board Proprietor appointee (or delegate)

Ordinarily the Board/Principal shall ensure that a Proprietor Representative on the Board of Trustees, or another person nominated by the Proprietor, represents the Proprietor on an Appointments Panel to a tagged position to meet the requirements of Part 33 Education Act S463.

Note: If the Board/Principal, after having used best endeavours, is unable to find a suitable person to be a Proprietor Representative on the Appointments Panel, then the Board/Principal may seek leave from the Proprietor CEO to allow the appointments process to proceed without a Proprietor representative. In this instance, once the Appointments Panel has a recommendation to make regarding the appointment, the Board/Principal must seek Proprietor CEO concurrence that the preferred candidate meets the tagged requirements of the position (CST MGS BoT MoU 2017).

- iv. **Senior Support Staff** positions: For Senior Support Staff positions including International College Director, Business Manager, Property Manager, Centre for Leadership and Development Director and Principal's PA the Principal, in consultation with the Proprietor if necessary, is responsible for establishing the Appointments Panel in consultation with the Board (and Proprietor if necessary) and administering the process. The Appointments Panel shall include

- Principal (or delegate) and
- 1 Board Proprietor appointee (or delegate)
- 1 other Board Trustee

Note: If the Board/Principal, after having used best endeavours, is unable to find a suitable person to be a Proprietor Representative on the Appointments Panel, then the Board/Principal may seek leave from the Proprietor CEO to allow the appointments process to proceed without a Proprietor representative. In this instance, once the Appointments Panel has a recommendation to make regarding the appointment, the Board/Principal must seek Proprietor CEO concurrence that the preferred candidate meets the Special Character requirements of the position.

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

2. Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

- a. 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;
- b. 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 and their amendments;
- c. Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
- d. Approval of capital expenditure which has the prior approval of the Board through its budget;
- e. **Appointments**
 - v. **Relieving teaching** positions: The Appointments Panel shall include:
 - Principal (or delegate) and
 - Senior Leader, Curriculum Leader, or Executive Officer (or delegate)
 - vi. **Support Staff and all other** positions not included in 1.m.iv above. If the Board\Principal are considering appointing a non-Christian they will inform the Proprietor as a courtesy

- f. 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;
- g. The Principal is the Privacy Officer;
- h. The Principal is the Protected Disclosures Officer;
- i. The Principal carry out staff competency procedures in accordance with the relevant Employment Agreement provisions;
- j. The Principal may suspend an employee in the case of serious misconduct;
- k. The Principal complete mandatory reports to the Education Council.
- l. That the Principal shall have authority to approve operational expenditure of up to \$2,500 for any unbudgeted item subject to an annual limit of \$10,000.
- m. The Principal shall have authority to approve capital items up to \$2,500, subject to an annual limit of \$10,000.
- n. That the Principal (or delegate) grant and/or require the following in relation to leave:
 - o Medical certificate for an absence on sick leave in excess of five days.
 - o Discretionary leave not exceeding five days.
- o. That the Principal apply for funds, sponsorship or other monies in consultation with the Finance Committee.
- p. Enrolments. The Principal shall have authority to offer families places in the school, acting within the parameters of the Enrolment Scheme.

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 five days, these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. In such absence, the Acting Principal shall sign a copy of this Schedule.

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.

Name	
Position	Principal
Signed	
Date	

Board Committees

Function

Each Committee of the Board of Trustees is responsible for:

- a. Developing Policy at the instigation of the Board.
- b. Recommending Policy in its specific area to the Board.
- c. Monitoring that Policy and reporting to the Board.
- d. Acting within the Delegated Authority set by the Board

All Committee meetings follow an agreed agenda and are minuted.

Each Committee is chaired by a member of the Board of Trustees.

Members of each Committee are expected to demonstrate a commitment to the Special Character of the School.

Membership of each Committee is to be approved by the Board of Trustees.

A Committee may co-opt others for specific tasks, with prior approval of the Board of Trustees. Co-opted Committee members are expected to demonstrate a commitment to the Special Character of the School.

The Board Chair is an ex Officio member of all committees

Finance Committee

Responsibility of the Board

- a. The Board of Trustees 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.
- b. The Finance Committee as a committee of the Board is responsible for providing guidance to the Principal for financial matters.

Terms of Reference

The Finance Committee is responsible to the Board for:

- a. In association with the Principal, recommending an annual operating and capital budget, including professional development budget allocation for the Principal and the staff.
- b. Monitoring and reporting on the annual budget via the Principal.
- c. Review on behalf of the Board accounts passed for payment by the school.
- d. Advising on additional funding sources.
- e. Recommending changes to Finance policy.
- f. Overseeing the preparation of the annual accounts for Board approval and review.
- g. Assisting the Principal in reporting financial performance to parents and the community.
- h. Providing input into the school's strategic plan.
- i. Preparing special reports for consideration by the Board.
- j. Annually reviewing the school's risk management needs and insurance cover.

The Board delegates specific authority to the Finance Committee as follows

- a. Unbudgeted operating expenditure up to \$3,000 for any one invoice up to a limit of \$10,000 total for the year.
- b. Unbudgeted Capital Expenditure up to a limit of \$10,000 total for the year.
- c. The disposal of Fixed Assets with a cost price of under \$3,000
- d. That the Principal, the Finance Manager, the Property Manager and Associate Principals be delegated full powers to authorise payments of budgeted expenditure.

Membership of Finance Committee

- a. Board of Trustees (2 minimum)
- b. Principal and/or delegate
- c. Finance Manager
- d. Co-Opted members, as appropriate

Meeting Schedule

- a. Quarterly at least 5 days prior to Board of Trustees meeting
- b. Monthly Finance Meeting (Principal and Finance staff)

Property and Health & Safety Committee

Responsibility of the Board

- a. The Board of Trustees has overall responsibility for the property and health and safety of the school.
- b. The day to day management of the school's property, health and safety rests with the Principal.
- c. The Property Committee (including Health & Safety) as a Committee of the Board is responsible for providing guidance to the Principal for property, health and safety matters.

Terms of Reference

The Property Committee is responsible to the Board for:

MGS BOARD OF TRUSTEES	CHRISTIAN SCHOOLS' TRUST
The BOT is required to maintain a safe physical environment. (NAG 5/6) and under the Deed of Integration s14a is required to maintain the school at the same standard as a State School.	Under the Deed of Integration (DOI) s5 CST agrees to give BOT exclusive use of the school property. CST and its staff may have reasonable use of the school property under s6 of the deed, and s7 provides for the use of the property by outside parties.
a) This is assured by regular reporting of day-to-day maintenance from the Property Manager via the Principal, and periodic BOT review.	a) Through its representatives liaise with BOT to ensure that the integration agreement requirements re property maintenance are met.
b) The BOT is also required annually to sign off the 10 year property maintenance plan which provides for on-going funding for maintenance of a more periodic nature. (primarily painting)	
c) Where maintenance issues arise which are significant and of a one-off nature and therefore not covered by a. or b. above the BOT can request that CST pays costs from its MOE Policy 1 funding stream. (e.g. mains electric cable failure, replacement of gutters on a whole building.)	c) Receives Policy 1 funding from MOE to provide for longer term, unanticipated maintenance issues. Needs to manage these funds over a long time span.
d) Insurance. The BOT pays for insurance of contents, vehicles and liabilities as part of a joint policy with CST which pays for insurance of buildings. Any issues which give rise to a claim are sorted by the appropriate party.	d) Insurance. The BOT pays for insurance of contents, vehicles and liabilities as part of a joint policy with CST which pays for insurance of buildings. Any issues which give rise to a claim are sorted by the appropriate party
The BOT must ensure that there are sufficient and appropriate facilities to accommodate its roll and deliver the curriculum.	CST will receive request for additional property requirements. It will satisfy itself that the request is for demonstrated need in the context of the MOE School Property Guide and s447(3) and s447(4) of the Private Schools Conditional Integration Act 1989. (refer note) CST will work with school stakeholders to develop, design and deliver appropriate additional property capacity.
The BOT therefore has responsibility to determine if there are additional property requirements with reference to the MOE School Property Guide and if so, put that request to the CST. It is not a requirement but would probably be advisable to indicate approval of proposals produced by CST.	
Operational responsibilities rest with management. Board receives reports through the Principal.	Trustees delegate responsibility for operational and development responsibilities to CST staff.
Development responsibilities can be met by Board committee and management as and when required. Such a committee will work with CST staff on development projects and report to the Board on them.	
	CST has significant other property responsibilities unconnected with MGS

1. The MOE School Property Guide and Calculator are available on the MOE website.
2. s447 (3) of the Education Act 1989 reads: "*Revenue received by the Proprietor from attendance dues must be used solely for the following:*
 - (3) (a) *paying, in respect of the school or group of schools in respect of which it is received, for improvements to the State integrated school or schools' buildings and associated facilities that are required by any integration agreement or integration agreements under section 456(2)(c)*
 - (3) (b) *any capital works that may be required by the Minister under section 456(2)(d):*
 - (3) (c) *meeting debts, mortgages, liens, or other charges associated with the land and the buildings that constitute the premises of the State integrated school or schools."*

This section is a "quantity" standard. It effectively means that attendance dues can only be used to pay for buildings that fall within the MOE School Property Guide as the Minister will not approve capital works which exceed that guide.
3. s447 (4) of the Education Act 1989 reads: "*No revenue received by the Proprietor from attendance dues may be used to provide or improve the State integrated school buildings and associated facilities to a standard higher than that approved by the Secretary as appropriate for a comparable State school."*

This section is a "quality" standard. It limits the standard of property to that which is appropriate for a comparable State school.
4. For reference s456 (2) (c) and (d) of the Education Act 1989 reads: "*The Proprietor:*
 - (2) (c) *must plan, pay for, and implement, over the period that may be specified in the integration agreement, the improvements to the school buildings and associated facilities that are required in accordance with the integration agreement to bring the buildings and associated facilities up to the minimum standard laid down by the Secretary for State schools; and*
 - (2) (d) *must plan, implement, and pay for the capital works that are approved or required by the Minister, with a view to replacing, improving, or enlarging the school, its buildings, and its associated facilities to maintain the school, its buildings, and its associated facilities at the minimum standard laid down by the Secretary for comparable State schools"*
5. The Proprietor is free to use its own money (i.e. other than attendance dues) for whatever purpose it wishes. So it could use other revenue to provide property capacity to the school. However the BOT needs to remember that it will not receive maintenance funding for any property in excess of the School Property Guide, and its operational funding is determined by pupil numbers. So additional property will cost the BOT in terms of heating, lighting, cleaning, maintenance and furnishing, which is probably in the region of \$4000 - \$7000 per room per annum.
6. School Premises Proprietor Trustee's use: The School premises (chattels, buildings) are available for use by the Proprietor for reasonable use in and out of School time provided that the Proprietor shall contribute to the lighting, heating and cleaning costs according to such use. (Deed of Integration)
7. School Premises external use – The Board at the request or with consent of the Proprietor may grant use of the School premises to other organisations for non-school purposes. There should be no conflict with the Special Character. The Board may require payment of a reasonable fee by any such organisation as a condition of use of such facility which fee shall be payable to the Proprietor. (Deed of Integration)

The Board delegates specific authority to the Property and Health & Safety Committee as follows

- a. Property, Health & Safety Committee may make any decision needed to ensure the immediate protection of property and staff welfare.
- b. Prepare property Policy 1 developments in consultation with the Christian Schools' Trust (CST).

Membership of Property and Health & Safety Committee

- a. Board of Trustees (2 minimum)
- b. Principal and/or delegate
- c. Property Manager
- d. Members from the Christian Schools' Trust (CST)
- e. Co-Opted members, as appropriate

Meeting Schedule

- a. Quarterly (prior to Board of Trustees meeting)

Evaluation & Self Review Committee

Responsibility of the Board

- a. The Board of Trustees has overall responsibility for Evaluation & Self Review of Policies and procedures of the school.

Terms of Reference

The Evaluation & Self Review Committee is responsible to the Board for:

- a. Monitoring, on the Board's behalf, compliance and effectiveness of Board policies and external legislation.
- b. Supporting the Board to evaluate the effectiveness of the Board's governance processes.
- c. Evaluating the effectiveness of systems for the assessment and management of material areas of risk.
- d. Verifying that mechanisms are in place to ensure compliance with statutory requirements, financial and other.
- e. Commissioning reviews of specific controls and procedures (financial or non-financial) where so requested by the Board.
- f. Reviewing adherence of staff to management procedures.
- g. Reporting any problems or reservations arising from the evaluation work and any other matters require the attention of the Board.
- h. Ensuring implementation of the Triennial Evaluation & Review Programme.

The Board delegates specific authority to the Evaluation & Self Review Committee as follows

- a. The committee is authorised by the Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Trustee or employee and all Trustees and employees are directed to cooperate with any request made by the committee. The Principal will be informed in advance of any such requests.
- b. The committee may recommend that external and independent advice is sought or personnel enlisted. If the advice or personnel is likely to incur costs greater than \$200, then prior approval must be sought from the Board.
- c. No individual member of the Evaluation & Review Committee can act without the directive of the committee as a whole.

Membership of Evaluation & Self Review Committee

- a. At least one Trustee
- b. Associate Principal

Meeting Schedule

- a. As required.

Process

- a. This is set out in the Evaluation and Self Review Policy.

Disciplinary Committee

Responsibility of the Board

- a. To ensure that all processes relating to the suspensions of pupils adhere to the requirements of Education Act 1989, and its amendments, Education Rules 1999 and Ministry of Education Guidelines and their amendments.

Terms of Reference

The Disciplinary Committee is responsible to the Board and will:

- a. Act in accordance with Biblical principles and the School's Special Character
- b. Act in fairness, without bias or prejudice and with confidentiality
- c. Act within legislation and the current MoE guidelines
- d. Act only on written and agreed information, not verbal hearsay
- e. Use processes of natural justice in discipline hearing procedures
- f. Make recommendations on discipline matters to the Board as necessary
- g. The Board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis.

The Board delegates specific authority to the Disciplinary Committee as follows

- a. That the powers conferred on the Board under The Education Act 1989 and its amendments for disciplinary purposes be delegated to the Discipline Committee of the Board of Trustees.

Membership of Disciplinary Committee

- a. Can be any member of the Board excluding the Principal and Pupil Trustee.
- b. The chair of the committee is the Board chairperson or in the chairperson's absence will be determined by the committee.
- c. The quorum for the committee shall be three Trustees

Uniform Committee

Responsibility of the Board

- a. The Board of Trustees has overall responsibility for the School Uniform.
- b. The day to day management of the School Uniform rests with the Principal.
- c. The Uniform Committee as a Committee of the Board is responsible for providing guidance to the Principal on Uniform matters.

Terms of Reference

The Uniform Committee is responsible to the Board for:

- a. Identifying the best supplier for the school uniform. A change of the main school uniform supplier requires Board approval.
- b. Ensuring prices are kept to a minimum and yet covering costs at a reasonable profit margin.
- c. Recommending to the Board any changes to the school uniform.

The Board delegates specific authority to the Uniform Committee as follows

- a. Adjust prices of uniform items

Membership of Uniform Committee

- a. Board of Trustee members including Pupil Trustee (minimum 3)
- b. Principal and / or delegate (Head of Senior College)
- c. Co-opted members as appropriate

Meeting Schedule

- a. Twice a year.

International Board of Advisors (IBOA) Committee

Responsibility of the Board

- a. The Board has overall responsibility for the International College of the school.
- b. The responsibility for the day to day management of the International College rests with the Principal.

Terms of Reference

The IBOA is responsible to the Board for:

- a. Recommending to the Finance Committee an annual operating budget.
- b. Monitoring of the operating budget.
- c. Approving the marketing plan.
- d. Reviewing International College Policies and recommending changes to those policies.
- e. Overseeing the Special Character impact on International College pupils.

The Board delegates specific authority to the IBOA Committee as follows

- a. Approve the marketing plan.
- b. Approve overseas travel as required by the marketing plan.
- c. Changes to spending allocations within the operating budget provided there is no increase in total expenditure.

Membership of IBOA Committee

- a. Board of Trustees (2 minimum)
- b. Principal and / or delegate
- c. International College Director

Meeting Schedule

- a. Once per term
- b. Minutes of IBOA meetings to be included in Board of Trustee papers.