
DELEGATION OF AUTHORITY

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	PRINCIPAL
DATE LAST REVIEWED:	FEBRUARY 2018
NEXT REVIEW DATE:	FEBRUARY 2019

The Board delegates to the Principal:

1. The employment of:
All Staff (in accordance with the Otumoetai College Policies – Selection / Appointment of Non-Teaching Staff & Selection / Appointment of Teaching Staff)
2. The engagement of Contractors.
3. The Performance Management of all staff.
4. The activation of Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2 (d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2 (e) of the STCEA.
5. Undertaking any inquiry into a possible breach of discipline by staff. In the event the issues under investigation are not resolved informally by discussion or 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.
6. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.

7. The granting of Discretionary leave not exceeding three weeks.
8. Ensuring the collection of a medical certificate for an absence on sick leave in excess of five days.
9. Authorising expenditure / payments as per approved budget.
10. Applying for funding, sponsorship or other monies to be tabled at the operational committee meeting.
11. Signing of declarations on behalf of the Board of Trustees in relation to information required by the Ministry of Education.
12. The right to appoint an Acting Principal to administer the school on his / her absence. The Board of Trustee delegates powers and functions to the Acting Principal as delegated to the Principal.

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Signature (BOT Chairperson)

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Date Ratified