

# Memorandum of Delegations 2025

## Introduction

- a) This Memorandum of Delegations was approved by the Board of Northern Health School (the School) at its meeting on 20 February 2025 and became effective at this date. The Schedule sets out those responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
- b) The purpose of the Memorandum 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 those 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. If these principles are observed, then the Board can be certain its responsibilities in terms of the Education and Training Act 2020, the Crown Entities Act 2004 and the Financial Reporting Act 2013 will have been properly fulfilled.
- c) 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.
- d) This Memorandum provides the right to executive management and staff to exercise the responsibilities delegated in the lists below, once signed by the Principal and the Presiding Member.
- e) The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any court hearing in cases related to the School's finances.



## 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;
- 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. Purchase and approval of items within approved budget;
- e. Transfers between term deposits and School bank accounts;
- f. Purchasing fixed assets for which the capital expenditure has the prior approval of the Board;
- g. The appointment of basic scale permanent, fixed term and relieving teaching and non-teaching staff, provided such appointment is within the budget allocation for this particular person and provided this Delegation is not given to any other staff member;
- h. 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; and
- i. Delegation in writing to specified staff positions of responsibilities.

### Notes

*These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.*

*During any prolonged period where the Principal is unable to perform their duties, the Board will determine the appropriate delegation of any or all of these delegations. In such an absence the Acting Principal(s) 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 in terms of the requirements set out in the Board's Schedule of Delegations.

Adopted February 2025

NHS Acting Principal(s) \_\_\_\_\_ (S Harrod)

\_\_\_\_\_ (A Honey)

\_\_\_\_\_ (B Ratcliff)

Review date February 2026

Notes:

*Delegated to the Principal*

• *Staff Disciplinary and Competency Issues*

- *The Principal is delegated authority to investigate concerns and complaints and to issue verbal and written warnings with regard to disciplinary matters as appropriate in accordance with employment law and the relevant Collective and Individual Agreements.*
- *The Principal may suspend any employee during an inquiry or following receipt of a complaint if satisfied that the welfare and/or interests of any; student, student's family member, employee of the school or any other member of the public in an area the school uses, so requires.*
- *Any such warnings or suspensions shall be notified to the Presiding Member as soon as practicable and shall be reported to the School Board at their next meeting. The Board may delegate authority to a Board committee to instigate a formal investigation and manage the process through to resolution.*
- *The Principal is delegated authority to instigate competency procedures in relation to teaching staff in accordance with the appropriate Collective and Individual Agreements. Notification to the Teaching Council of Aotearoa New Zealand on concerns or conduct related to teacher practice is also delegated to the Principal. Any procedures instigated shall be reported to the School Board at its next meeting.*

*Retained by the Board*

- *Termination of the employment of any employee.*

Adopted February 2025

Presiding Member \_\_\_\_\_

Review date February 2026

Notes:

*With the Boards delegation to me as Principal and with the Board's approval for me to delegate to a specified staff position, I delegate to the position of Business Manager*

- Approval of any orders for goods and services, to the value of \$80,000 provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.*
- Purchasing fixed assets for which the capital expenditure has the prior approval of the Board to the value of \$80,000.*

NHS Acting Principal(s) \_\_\_\_\_(S Harrod)

\_\_\_\_\_ (A Honey)

\_\_\_\_\_ (B Ratcliff)

Date

*I accept responsibility for the proper execution of the delegation assigned to me as Business Manager and I will exercise these terms of the requirements set out in the boards schedule of delegations.*

*I acknowledge that I cannot further delegate those powers delegated to me by the Principal*

Business Manager \_\_\_\_\_ T Grieve

Date

Adopted \_\_\_\_\_ February 2025

Presiding Member \_\_\_\_\_

Review date \_\_\_\_\_ February 2026