ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

DELEGATIONS AND COMMITTEE PRINCIPLES

Regulation 9 of the Education (School Boards) Regulations 2020 allows the board to appoint committees/working parties to assist it to carry out its responsibilities and due process (e.g. staff appointments, finance, property, disciplinary).
Unless specified otherwise in the Education & Training Act 2020, Regulation 8 of the Education (School Boards) 2020 gives the board the authority to delegate any of its functions or powers to a person (as specified in the regulation) or committee, except the power to borrow money.
Delegations must be made by resolution of the board and should be notified to the delegate(s) in writing, along with terms of reference.
A person who has been delegated functions or powers of the board may not sub-delegate to another person without prior written consent of the board.
Anyone to whom a sub-delegation has been made is subject to the same restrictions and terms of reference as the original delegate.
No one may exercise any of the board's functions or powers without delegation.

Board committees:

- Are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate
- Can include non-board members but at least one committee member must be a member of the board
- Where the board has an appointments committee it must comprise at least one proprietor's appointee
- Where the board has a property committee it is recommended that it comprises at least one proprietor's appointee
- May not speak or act for the board except when formally given such authority for specific and time-limited purposes – such authority will be carefully stated in order not to conflict with authority delegated to the principal or the presiding board member
- Assist the board chiefly by preparing policy alternatives and implications for board deliberation
- Are intended to assist the board and not to advise or carry out the work of staff |kaimahi
- Must act through the board and can only recommend courses of action unless they hold delegated authority to act on the board's behalf
- Are to have terms of reference drawn up as required, usually containing information as to their:
    - purpose
    - membership
    - delegated authority

The board will maintain a record of current delegations.

The board of St Ignatius of Loyola Catholic College currently has the following standing committees:

- Catholic Character
- Policy
- Finance
- Property

Any other committees established for special purposes should conform to the above principles.

APPENDIX: APPROVED DELEGATIONS

The Education and Training Act 2020 allows the Board of Trustees to delegate any of the functions or powers of the Board, (except the power to borrow, and the general power of delegation), either generally or specifically. Board Delegations

1. Currency

1.1 Until revoked, a delegation to a Committee or individual continues in force even if the membership of the Board or Committee changes.

2. Delegations to the Presiding Member of the Board

2.1 The Presiding Member shall be the joint spokesperson, with the Principal | Tumuaki, for the Board on all matters relating to the College and Board;

2.2 The Presiding Member shall have the authority to make decisions, in consultation with the Principal | Tumuaki and Deputy Presiding Member, that bind the Board when urgent matters require a decision (such as an emergency) and the convening of a Board meeting is not practicable under the circumstances of the emergency;

2.3 The Presiding Member shall represent the Board on all other day to day matters, including corresponding on the Board's behalf;

2.4 The Presiding Member is delegated the responsibility for ensuring the Principal | Tumuaki is involved in a Professional Growth Cycle and receives a report from this process. Additionally, the Presiding Member will work with the Principal | Tumuaki on his/her annual improvement goals. An external consultant or a second Board member may be included.

3. Delegations to the Principal | Tumuaki

3.1 The Principal | Tumuaki shall be the joint spokesperson, with the Presiding Member, for the Board on all matters relating to the College and Board;

3.2 Appointments

The Principal | Tumuaki is delegated authority to appoint all staff | kaimahi expect for members of the Senior Leadership Team for which the Personnel Committee has delegated responsibility. In the appointment of “Special Charter Positions” a

Proprietors Appointee will be consulted. The Principal | Tumuaki may delegate his/her powers of appointment to other senior staff |kaimahi

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3.3 Discretionary Leave

The Principal | Tumuaki has authority to grant discretionary leave up to a maximum of five days for teaching staff | kaiako and authority to grant discretionary leave for support staff | kaimahi. The Principal | Tumuaki may delegate this task to other senior staff |kaimahi.

3.4 Teacher | Kaiako Performance and Appraisal

The Board delegates to the Principal | Tumuaki the attestation of teacher |kaiako performance, and professional growth cycle of all staff|kaimahi. In turn, the Principal | Tumuaki may delegate this task to senior members of staff | kaimahi.

3.5 Police Vetting and Teacher |Kaiako Registration

The Board delegates to the Principal | Tumuaki the task of undertaking police vetting and teacher | kaiako registration. In turn, the Principal | Tumuaki may delegate this task to senior members of staff | kaimahi

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3.6 Associate staff| kaimahi

The Principal | Tumuaki is delegated authority to deal with all employment issues relating to support/ancillary staff | kaimahi. This includes undertaking disciplinary investigations, performance management, convening disciplinary hearings, and issuing sanctions, including warnings and dismissal. The Principal | Tumuaki may delegate some of these functions to senior staff | kaimahi

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3.7 Teaching Staff | Kaiako

The Principal | Tumuaki is delegated authority to preliminary inquiries under clause 3.4.1 of the Secondary Teachers Collective, resolve matters informally, and issue verbal and written warnings as appropriate. Should a matter be regarded as serious, then the Principal shall refer the matter to the Personnel Committee pursuant to clause 3.4.3 of the Collective.

3.8 Suspension

The Principal | Tumuaki may suspend any employee, at any time, including during an inquiry or following receipt of a complaint, if satisfied that the welfare and/or interests of any student attending the school | kura or of any employee at the school | kura so requires.

3.9 Competency

The Principal | Tumuaki shall be responsible for administering the competency procedures against teaching staff | kaiakoon behalf of the Board. This in turn may be delegated by the Principal | Tumuaki to senior staff | kaimahi.

3.10 Budget

3.10.1 The Principal | Tumuaki has authority to spend up to the limits of the approved annual budget within respective categories.

3.10.2 The Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis up to a limit of $5,000. However, this does not apply during the first term of appointment of the new Principal Tumuaki. Power exercised under this authority will be reported to the next meeting of the Board.

3.10.3 A Principal | Tumuaki during the first term of his/her appointment will not be involved in weekly or monthly payment authorisation.

3.11 Privacy Officer

The Principal | Tumuaki is delegated authority to act as the Board's Privacy Officer. The Principal | Tumuaki may delegate this task to a senior member of staff | kaimahi.

3.12 Official Information

The Principal | Tumuaki is delegated authority to act for the Board when receiving, actioning and responding to any Official Information Act requests. The Principal may delegate this task to a senior member of staff |kaimahi.

3.13 Overnight Trips

The Principal | Tumuaki is delegated authority to approve day trips, EOTC low risk trips. The Board has authority to approve overseas student |trips.

3.14 Signing Declarations

The Principal | Tumuaki can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.

3.15 Mandatory Reporting

The Principal| Tumuaki is delegated authority to complete any mandatory reports to the New Zealand Teaching Council.

3.16 Delegation to the Acting Principal | Tumuaki

The Principal | Tumuaki may delegate any or all his/her powers, in writing, to the Acting Principal | Tumuaki appointed, during a period of absence overseas, or during a period of extended leave lasting more than 7 days or in other situations as determined by the Principal| Tumuaki.

4. Delegations to the Catholic Character Committee

4.1 All Board members are eligible to be members of the Committee and the quorum at any meetings will be a minimum of three Board members.

4.2 Proprietor Appointees are encouraged to be members of the Catholic Character. Committee. There must be a minimum of 2 Proprietor Appointees on this committee.

4.3 The Committee is delegated the responsibility of preparing the annual end of year report to the Proprietor and ensuring that the requirements of both the Integration Agreement and the MOU with JEA are met.

4.4 The Principal | Tumuaki is a member of this committee, while the DRS is an ex officio member of the Committee.

5.5 The Catholic Character Committee will report to the Board.

5. Delegations to the Property Committee

5.1 The Property Committee will be chaired by a designated parent member of the Board.

5.2 The Principal | Tumuaki will be a member of this Committee.

5.3 At least two Board members will be on the Committee with the Principal| Tumuaki, one of whom must be a Proprietor Appointee, and the quorum will be a minimum of two members.

5.4 The Board delegates to the Committee the authority to make decisions on matters of property only when urgency is required, and this will be reported to the Board at the next meeting.

5.5 The Committee must ensure that consultation with the Catholic Diocesan Property Department occurs with regards to items of major maintenance and also with regards to any significant alterations, additions and/or removals of structures to the buildings or grounds.

5.6 The Committee is responsible for reviewing the reports provided. The Committee should query items as deemed necessary and should approve the reports.

5.7 The Committee will also review reports provided and actions taken by the Business Manager or equivalent position including the 10-year Maintenance Plan; Property and maintenance; Minutes from the Health and Safety committee meetings which will be held twice a term, and which will include a review of the accident and hazard registers; Emergency Evacuations.

5.8 The Property Committee will report to the Board.

6**. Delegations to the Policy Committee**

6.1 All Board members are eligible to be members of the Committee and the quorum at any meetings will be a minimum of three Board members with at least 2 members who are Proprietor Appointees. The Principal | Tumuaki is a member of this committee.

6.2. The committee is responsible for reviewing Policy Statements to ensure:

- the Catholic and Jesuit Charism are given due regard
- all current legislative requirements are met

6.3 The Policy Committee will report to the Board

N.B. Delegations to the Finance Committee are given in a separate document: "Finance Committee Terms Of Reference And Annual Calendar"

7. Delegations to the Personnel Committee

7.1 The Personnel committee will be chaired by the Presiding Member or Deputy Presiding Member of the Board.

7.2 All other Board members will be members of this Committee, except the student | ākonga representative who is ineligible to be a member of this Committee.

7.3 The quorum at any meeting or hearing will be a minimum of three Board members, at least one of whom must be a Proprietor Appointee. The Principal | Tumuaki will be an

ex-officio member of the committee.

7.4 The Personnel Committee shall have responsibility for the Appointment of members of the Senior Leadership Team, but the Principal | Tumuaki will be fully involved in this process,

7.5 The Personnel Committee shall have the power to meet and consider any serious conduct issues that are referred to it by the Principal | Tumuaki under clause 3.4.3 of the STCA.

7.6 The Personnel Committee may also review any penalties imposed on a staff member | kaimahi, at the request of that staff member | kaimahior their representative.

7.7 The Personnel Committee may commence disciplinary procedures, including an investigation, convene a disciplinary hearing, and issue sanctions including warnings or the termination of employment, without further recourse to the Board.

7.8 The Committee may also suspend staff | kaimahi during an investigation or disciplinary process, or review the suspensions of staff | kaimahi by the Principal| Tumuaki, and decide to confirm, revoke or otherwise deal with the suspension.

7.9 The Personnel Committee will report to the Board.

8. Delegations to the Student | Ākonga Discipline Committee

8.1 The Student | Ākonga Discipline Committee will be chaired by a designated member of the Board. The Presiding Member has authority to delegate that function to any other eligible Board member.

8.2 The Principal | Tumuaki, student ākonga representative and staff kaiako representative are ineligible to be members of this Committee when convened for disciplinary hearings.

8.3 All other Board members will be members of this Committee and the quorum at any meeting or hearing will be a minimum of two Board members.

8.4 The Board delegates to the Student | Ākonga Discipline Committee the authority to: Carry out the role of the Board of Trustees; Make any decisions under the Education Act 1989 in relation to students| ākonga that are suspended. This includes the power to lift or extend a suspension, with or without conditions, or exclude or expel a student | ākonga, without further recourse to the Board; Consider any requests for review or reconsideration and make any decision as necessary. Decisions of the Committee may be appealed to the full Board.

8.5 The Student| Ākonga Discipline Committee will report to the Board.

Role of Presiding Member

- The Presiding Member is the leader of the Board and carries overall responsibility for the integrity of the Board processes
- To ensure that all board members understand and adhere to the Code of Conduct.
- To chair Board meetings and ensure they run smoothly and democratically.
- To encourage full participation of all members in Board meetings.

- To ensure an agenda is prepared for meetings in consultation with the Principal. | Tumuaki
- To develop a good working relationship with the Principal | Tumuaki through regular contact. To share all relevant information with the full Board, as appropriate, in a timely manner.
- To ensure that the Principal | Tumuaki is able to participate in the professional growth cycle.

Approved: 2 August 2022	Reviewed: 7 Feb 2023 30 January 2024 Amended and approved 6 August 2024 Amended and approved 11 Feb 2025 Amended and approved 10 Feb2026