



Board Policy | Delegations |

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 Middleton Grange School Board (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 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.

Name	
Position	
Signed on behalf and with the authority of the Board	
Date	August 2024
Next Review	Annual review : August 2025



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2 Delegations retained by the Board

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

1. Approval of all operating, capital, cash flow and property maintenance budgets;
2. Commitment to unbudgeted operating expenditure for any invoice up to \$5,000;
3. The commitment or purchase of unbudgeted capital expenditure of up to \$20,000 total for the year;
4. The disposal of fixed assets with a cost price more than \$10,000
5. Leave for the Principal for a period greater than 5 school days;
6. The termination of employment of any paid employee;
7. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
8. 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;
9. The initiation of any legal actions and any communications concerning these actions;
10. Signature of any formal or legal agreement which is in the name of the School and must involve the Board;
11. Interviews with the media and the distribution of media releases on any matter which involves the School, unless approved by the Presiding Member and Deputy Presiding Member of the Board;

12. Appointments Panels

12.1. All teaching positions are tagged positions (IA Clause 13)

12.2. The full panel are responsible for making an appointment.

12.3. **Principal**

A vacancy in the Principal position shall trigger consultation with the Proprietor. The Board and Proprietor shall co-construct the appointment process.

12.4. **4+Salary Units (Tagged teaching positions) and Teacher in Charge (TIC) Scripture and Christian Studies**

For tagged teaching positions of 4 Salary Units or more and TIC Scripture and Christian Studies:

Principal responsible for:

12.4.1. Establishing the Appointments Panel in consultation with and with the final approval of the full Board (and Proprietor if necessary)

12.4.2. Administering the process

Appointments Panel shall include but shall not be limited to:

12.4.3. Principal

12.4.4. Middleton Grange School Board Proprietor appointee (or delegate) x 1 and

12.4.5. Other Middleton Grange School Board Member x 1

12.4.6. Ordinarily the Board/Principal shall ensure that a Middleton Grange School Proprietor Representative on the Board, 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.

Appointment Decision

12.4.7. The full panel are responsible for making an appointment.

12.5. **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 administering the process. The Appointments Panel shall include:

12.6. Middleton Grange School Board Proprietor appointee (or delegate) x 1

12.7. Ordinarily the Board/Principal shall ensure that a Middleton Grange School Board Proprietor Representative on the Board, or another person nominated by the Proprietor, represents the Proprietor on an Appointments Panel to a tagged position to meet the requirements of the Education and Training Act 2020 Schedule 6, S46.

12.8. 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 Board MoU 2023).

12.9. **Senior Staff positions**

For Senior Support Staff positions including International College Director, Business Manager, Property Manager, Head of Wellbeing Counsellor, Head of Sport, Kahika Centre Director, Principal's EA, the Principal is responsible for:

- 12.9.1. establishing the Appointments Panel in consultation with and with the final approval of the full Board
- 12.9.2. Administering the process.

The Appointments Panel shall include but shall not be limited to:

- 12.9.3. Principal (or delegate) and
- 12.9.4. Middleton Grange School Board Proprietor appointee (or delegate) x 1
- 12.9.5. Other Middleton Grange School Board Member x 1
- 12.9.6. 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.

13. Approval of international trips.

NB

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

3 Board Delegations to the Principal

The Board delegates to the Principal the responsibilities and authorities listed below:

1. General management

- 1.1. 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;
- 1.2. 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;
- 1.3. The Principal shall have authority to offer families places in the school, acting within the parameters of the Enrolment Scheme;
- 1.4. The Principal may approve trips within New Zealand;
- 1.5. The Principal is the Privacy Officer;
- 1.6. The Principal is the Protected Disclosures Officer;
- 1.7. The Principal may close the school at his or her sole discretion in an emergency for a period of up to 2 days, provided that it is undertaken in accordance with the approved NZSTA criteria, and that the local Ministry of Education office is notified.

2. Financial authorities

- 2.1. 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;
- 2.2. Approval of capital expenditure which has the prior approval of the Board through its budget;
- 2.3. Principal is authorised to approve operational expenditure of up to \$2,500 for any unbudgeted item subject to an annual limit of \$10,000;
- 2.4. The Principal shall have authority to approve capital items up to \$2,500, subject to an annual limit of \$10,000;
- 2.5. The Principal shall have authority to issue credit cards to staff members and to administer credit cards in accordance with the Credit Card Policy. The aggregate credit limit of all credit cards shall not exceed \$60,000;
- 2.6. The Principal may apply for funds, sponsorship or other monies in consultation with the Finance Committee;

3. Staff management

- 3.1. The Principal (or delegate) appoints all staffing positions, including Support Staff (see 2.12)
- 3.2. The approval of staff leave;
- 3.3. The Principal must carry out staff competency procedures in accordance with the relevant Employment Agreement provisions;
- 3.4. The Principal may suspend an employee in the case of serious misconduct;
- 3.5. The Principal (or delegate) will require a medical certificate for an absence on sick leave in excess of five days

4. External Relations

- 4.1. 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;
- 4.2. The Principal must complete mandatory reports to the Education Council;

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 Presiding Member. 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	

4 Board Committees

Function

1. Each Committee of the Middleton Grange School Board is responsible for:
 - Developing Policy at the instigation of the Board.
 - Recommending Policy in its specific area to the Board.
 - Monitoring that Policy and reporting to the Board.
 - Acting within the Delegated Authority set by the Board
2. All Committee meetings follow an agreed agenda and are minuted.
3. Each Committee is chaired by a Committee member for a specific time. This is to be recorded in the Committee minutes and ratified by the full Board at their next meeting.
4. Members of each Committee are expected to demonstrate a commitment to the Special Character of the School.
5. Membership of each Committee is to be approved by the Board.
6. A Committee may co-opt others for specific tasks, with prior approval of the Board. Co-opted Committee members are expected to demonstrate a commitment to the Special Character of the School.
7. The Board Presiding Member is an ex Officio member of all committees
8. Currently the following committees have been mandated:
 - 4.1 Finance Committee
 - 4.2 Property Committee
 - 4.3 Health & Safety Committee
 - 4.4 Disciplinary Committee
 - 4.5 Uniform Committee (Delegated to the Principal)
 - 4.6 International Board of Advisors (IBOA) Committee
9. Committee Minutes to be signed, reviewed and recommendations made to the full Board following each meeting.
10. Committee Terms of Reference to be reviewed, minuted and recommendations made to the full Board by second meeting of Term 1.
11. Committee Chair to be elected and recommended to the full Board by second meeting of Term 1.

4.1 Finance Committee

Responsibility of the Board

- The Board 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.
- 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:

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

The Board delegates specific authority to the Finance Committee as follows

- Unbudgeted operating expenditure up to \$5,000 for any one invoice up to a limit of \$20,000 total for the year.
- Unbudgeted Capital Expenditure up to a limit of \$10,000 total for the year.
- The disposal of Fixed Assets with a cost price of \$10,000
- That the Principal, the Business Manager, the Property & Facilities Manager and Associate Principal be delegated full powers to authorise payments of budgeted expenditure.
- That Budget Managers be delegated powers to authorize payments within the limits of their budget areas and comply with the above values.
- That the Presiding Member and Finance Committee Chair co-sign audit letter.

Membership of Finance Committee

- Middleton Grange School Board (3 minimum)
- Principal and/or delegate
- Business Manager
- Co-Opted members, as appropriate

Meeting Schedule

- Quarterly at least 5 days prior to a Board meeting
- Monthly Finance Meeting (Principal and Finance staff)
- Minutes of Finance Committee meetings to be included in Board papers

4.2 Property Committee

Responsibility of the Board

- The Board has overall responsibility for the property and health and safety of the school.
- The day to day management of the school's property, health and safety rests with the Principal.
- The Property Committee as a Committee of the Board is responsible for providing guidance to the Principal for property matters.

Terms of Reference

The Property Committee is responsible, in conjunction with the Memorandum of Understanding between Middleton Grange School and Christian Schools' Trust, to the Board for:

MGS BOARD	CHRISTIAN SCHOOLS' TRUST
Operational Responsibilities	
The Board 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 the Board 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 Board review.	a) Through its representatives liaise with the Board to ensure that the integration agreement requirements re property maintenance are met.
b) The Board 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 Board 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 Board 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 Board 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
Development Responsibilities	
The Board 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 Clause 30(3) and (4) of Schedule 6 of the Education and Training Act 2020. (refer note) CST will work with school stakeholders to develop, design and deliver appropriate additional property capacity.
The Board 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.	
Execution of Responsibilities	
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. Clause 30 (3) of Schedule 6 of the Education and Training Act 2020 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 clause 39(2)(c)

(3) (b) any capital works that may be required by the Minister under clause 39(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. Clause 30(4) of Schedule 6 of the Education and Training Act 2020 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 Clause 39(2) (c) and (d) of Schedule 6 of the Education and Training Act 2020 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 Board 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 Board 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

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

Membership of Property Committee

- Middleton Grange School Board (1 minimum)
- Middleton Grange School Staff Board Member
- Principal and/or delegate
- Property Manager
- Members from the Christian Schools' Trust (CST)
- Co-Opted members, as appropriate

Meeting Schedule

- Quarterly, as a minimum, (prior to the Board meeting)
- Minutes of Property Committee meetings to be included in Board papers

4.3 Health & Safety Committee

Responsibility of the Board

- The, regulations, New Zealand standards, and approved codes of practice. The Board is committed to ensuring the health and safety of all workers, students, visitors, and contractors by complying with relevant health and safety legislation
- The day to day management of the schools, health, and safety rests with the Principal.
- The Health and Safety Committee as a Committee of the Board is responsible for providing guidance to the Principal for health and safety matters.
- The Board is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace.

Terms of Reference

The Health and Safety Committee is responsible to the Board for helping the school meet its responsibilities under the Health and Safety at Work Act 2015.

MGS BOARD	
Operational Responsibilities	
The Board is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:	<ul style="list-style-type: none"> • making health and safety a key part of our role • working with our workers to improve the health and safety system at our school • doing everything reasonably possible to remove or reduce the risk of injury or illness • making sure all incidents, injuries and near misses are recorded in the appropriate place • investigating incidents, near misses and reducing the likelihood of them happening again • having emergency plans and procedures in place • training everyone about hazards and risks so everyone can work safely • providing appropriate induction, training and supervision for all new and existing workers • helping workers who were injured or ill return to work safely • making sure contractors and sub-contractors working at the school operate in a safe manner.
All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:	<ul style="list-style-type: none"> • being involved in improving health and safety systems at work • following all instructions, rules, procedures and safe ways of working • reporting any pain or discomfort as soon as possible • reporting all injuries, incidents and near misses • helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist • reporting any health and safety concerns or issues through the reporting system • keeping the work place tidy to minimise the risk of any trips and falls
All others in the workplace including students and visitors are encouraged to:	<ul style="list-style-type: none"> • follow all instructions, rules and procedures while in the school grounds • report all injuries, incidents and near misses to their teacher or other staff members • wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning
Development Responsibilities	
The Board must ensure that the Principal and Management Staff have sufficient and appropriate resources to maintaining a safe and healthy workplace.	

Execution of Responsibilities	
Operational responsibilities rest with management. Board receives reports through the Principal.	
Development responsibilities can be met by Board committee and management as and when required. Such a committee will work with staff on development projects and report to the Board on them.	
Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.	
Health and safety is everyone's responsibility.	
The Proprietor and school Board also acknowledge their own duty of care as a Person Conducting a Business or Undertaking (PCBU) for setting policies and procedures.	

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

- Health & Safety Committee may make any decision needed to ensure the immediate protection of property, health and safety of students and staff welfare.

Membership of Health & Safety Committee

- Middleton Grange School Board (2 minimum with 1 Board rep from Property Committee)
- Deputy Principal (H&S portfolio)
- Primary School representative
- Property Manager
- Support staff – student services
- Staff Board Member
- Co-Opted members, as appropriate

Meeting Schedule

1. Once per term. Prior to Board Property Committee meetings
2. Minutes of Health & Safety Committee meetings to be included in Board papers

4.4 Disciplinary Committee

Responsibility of the Board

- 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.

Terms of Reference

The Disciplinary Committee is responsible to the Board and will:

- Act in accordance with Biblical principles and the School's Special Character
- Act in fairness, without bias or prejudice and with confidentiality
- Act within legislation and the current Ministry of Education guidelines
- Act only on written and agreed information, not verbal hearsay
- Use processes of natural justice in discipline hearing procedures
- Make recommendations on discipline matters to the Board as necessary
- 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

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

Membership of Disciplinary Committee

- Can be any member of the Board excluding the Principal and Student Board Member.
- The Presiding Member of the committee is the Board Presiding Member or in the Presiding Member's absence will be determined by the committee.
- The quorum for the committee shall be three Board Members.

4.5 Uniform Committee

Responsibility of the Board

- The Board has overall responsibility for the School Uniform.
- The day to day management of the school uniform rests with the Principal.
- This Uniform Committee reports to the Principal.

Terms of Reference

Uniform Committee responsibilities:

- To reflect school wide community voice and be a mechanism for ongoing uniform review.
- To gather feedback, research and make recommendations to the Principal who will recommend any changes to the Board for approval.
- Identifying the best supplier for the school uniform. A change of the main school uniform supplier requires Board approval.
- Ensuring prices are kept to a minimum and yet covering costs at a reasonable profit margin.

Delegation Reference

- 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.
- Variations or amendments to these Terms of Reference can only be made by the Board.
- The Board requires that all aspects of this Committee be guided by the Special Character Policy.

Membership of the Uniform Committee

- 1 student
- 3 parents
- 2 teachers
- One Senior Leadership Team member – Chair
- Maximum of 7 members

4.6 International Board of Advisors (IBOA) Committee

Responsibility of the Board

- The Board has overall responsibility for the International College of the school.
- 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:

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

The Board delegates specific authority to the IBOA Committee as follows

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

Membership of IBOA Committee

- Middleton Grange School Board (3 minimum)
- Principal and / or delegate
- International College Director

Meeting Schedule

- Plan for two each term with the minimum of once per term
- Minutes of IBOA meetings to be included in Board papers.