



B10. Delegations of Authority for Executive Principal & Presiding Member

Outcome Statement

The Presiding Member and the Executive Principal know where their authority starts and stops so they can function confidently within these parameters to avoid overreach and second guessing.

Scoping

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.

The performance of the School depends significantly on the effectiveness of this four-way partnership and as such a positive, productive working relationship is essential. The Board (through its Presiding Member or nominee), the Executive Principal, Proprietor (through its CEO or nominee) and the Land Trust (through its CEO) form a strategic leadership team which meets regularly to ensure sound communication and understandings are maintained as to the strategic and operational matters. Such meetings should be purposeful and based on mutual respect for each other's roles in alignment with the School's Special Character.

The Proprietor (through its CEO or nominee) reports regularly to the Land Trust Board regarding strategic property and Special Character issues.

Delegations

1. Delegation of the Executive Principal's Authority
The Executive Principal in his absence, has the authority to appoint an Associate Principal to manage the day-to-day operations of the school on his behalf for periods not exceeding two weeks.
2. Delegation of the Presiding Member's Authority
The Presiding Member authority is delegated to the Deputy Presiding Member if the Presiding Member is unavailable. When the Presiding Member is unavailable for more than one month, the delegation shall be confirmed by a Board resolution.

Expectations and Limitations

Personnel Management

1. Executive Principal's Professional Growth Cycle
The Board Presiding Member is delegated the responsibility for undertaking the Executive Principal's annual PGC
2. Staff Appraisal
The Executive Principal is delegated the responsibility for undertaking annual staff appraisals. In turn the Executive Principal may delegate parts of this task to senior members of staff and/or external consultants.
3. Staff Appointments
The Executive Principal is delegated full Board authority to appoint staff within the limitations detailed in the procedures for staff appointments.

Position:	Responsible:
Executive Principal	Full KingsWay School Board*
Senior Management and positions 2 MUs and above.	Executive Principal and at least two Board members, one of which must be a Proprietor's Representative.
Tagged teaching positions.	Executive Principal and Senior Manager as nominated by the Executive Principal. Shortlisted candidates' CVs to be sent to the Proprietor for consideration.
Administration and ancillary staff	Executive Principal or an Associate Principal and the Director of HR.

*Legislative requirement

4. Discretionary Leave

The Executive Principal is delegated full Board authority to grant discretionary leave up to a maximum of five days for teaching staff and full authority to grant leave for support staff. The Executive Principal may delegate this task to the Associate Principal.

The KingsWay School Board discourages discretionary leave for teaching staff during term time.

5. Attestation of Teacher Performance for Salary increment

The Board delegates to the Executive Principal the task of the attestation of teacher performance. In turn the Executive Principal may delegate this task to senior members of staff.

6. Staff Disciplinary Issues

Support Staff:

The Executive Principal is delegated full Board authority for all employment issues including disciplinary action up to and including dismissal.

Teaching Staff:

The Executive Principal is delegated authority to investigate complaints and to issue verbal and written warnings as appropriate in accordance with employment law and the relevant Collective Agreement. Any such warnings must be reported to the Board at their next meeting. The Executive Principal may suspend any employee during an inquiry, or following receipt of a complaint, if this is deemed to be an appropriate action in consideration of the welfare and/or interests of any student or employee at the school.

Where the initial investigation indicates that there is a serious case to answer, and that it could result in dismissal, the Executive Principal will refer the matter to the Board. The Board will delegate authority to a Board subcommittee to instigate a formal investigation and decide upon the outcome.

The Executive Principal has delegated authority to instigate competency procedures in relation to teaching staff in accordance with the Area Schools Collective Employment Agreement (STCEA). Any such procedures must be reported to the Board at their next meeting.

Finance

1. The KingsWay School Board Finance & Property Sub-committee

The Board delegates to the Chair of the Finance and Property subcommittee, the Board Presiding Member, the Director of Finance, and the Executive Principal the authority to make decisions as an executive group on matters of finance only when urgency is required, up to an expenditure of \$10,000 per matter.

2. Board Presiding Member Financial Delegation

The Board Presiding Member has authority to approve expenditure up to \$500 per month for matters relating to the Board.

3. Executive Principal's Financial Delegation

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

4. Executive Principal's Right to Delegate

The Executive Principal has authority – within the limits imposed by 3 above, to delegate spending limits to identified staff.

5. Executive Principal's Right to Replace Capital Items

The Executive Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis. Power exercised under this authority will be reported to the next Board meeting and is limited to \$5000. Any item in excess of \$5000 requires the approval of the Finance and Property subcommittee.

6. Signing Authority

All bank accounts and authorities may be signed on behalf of the KWS Board by any two of the following:

- The Executive Principal
- Associate Principals
- Director of Finance
- Board Presiding Member

7. Investments

Delegation to invest Board funds is granted to the Executive Principal and the Director of Finance in compliance with the Education Act. Funds may not be invested outside the school's bank unless the Board so authorises.

8. Payroll

The Executive Principal has authority to administer the payroll (with exception of the Executive Principal's salary). Appointments and resignations are reported at every Board meeting. Increments will be in accordance with Collective Agreements.

Property

1. Administration

The day-to-day administration of property is the responsibility of the Executive Principal. In turn the Executive Principal may delegate this task to the Director of Operations.

2. Property Management

The Executive Principal is delegated the responsibility to manage individually approved projects. In turn the Executive Principal may delegate this task to the Director of Operations. Larger projects may involve an external Property Management Consultant being appointed.

3. Property Management – Limitations

The Executive Principal has authority to spend up to the limits of the approved budget.

External Property Management Consultants will have contractual spending limits within the approved budget for the specific projects.

Safe Environment/Discipline

1. Discipline Committee Sub-committee Powers

The KWS Board delegates to a minimum of any two or more full Board members the authority to carry out the role of the discipline committee of the KWS Board and make a final decision on whether to uphold a decision to suspend a student.

The board's presiding member shall preside over student suspension meetings or, in their absence, another non-school based board member determined by the committee.

2. Associate Principal's Power to Act for the Executive Principal

An Associate Principal has full authority to act for the Executive Principal in the absence of the Executive Principal for all matters of student discipline.

3. Emergency Plan Co-ordination

The Executive Principal is delegated responsibility for Emergency Plan Co-ordination; the Executive Principal may delegate this task to a senior member of staff.

Administration and Legislative Compliance

1. Privacy Officer

The Executive Principal is delegated full Board authority to act as the Board's Privacy Officer. The Privacy Officer will implement and/or follow the specific criteria as outlined in the Terms of Reference for this position. The Executive Principal may delegate this task to a senior member of staff.

2. Overnight Trips

The Board Presiding Member in consultation with the Executive Principal is delegated authority to approve overnight trips where approval is required prior to the next Board meeting. All such approvals must be reported at the next Board meeting.

3. School Closure

The Executive Principal has authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues.

4. Signing Declarations

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

5. Mandatory Reporting

The Executive Principal is delegated to complete mandatory reports to the Teachers' Council.

6. Public Relations

The Board Presiding Member and the Executive Principal are the only members permitted

to make press releases or speak to the media on behalf of the school. The Executive Principal may delegate this to relevant staff for the purpose of promoting school and student achievements.

7. School Document Retention

The Board has adopted the School Records - Retention and Disposal schedule (the Schedule) published by the MoE. The Board delegates authority to the Executive Principal to utilise electronic storage wherever practical for school records subject to the requirements for electronic storage of records in the MoE School Records Retention/Disposal information pack. The Board authorises the school to dispose of records in keeping with the requirements of the Schedule

Procedures / Supporting Documentation

- C2 [Delegations & Committee Principles](#) and respective Sub-committee term of reference:
 - C2.1 [Audit & Review Committee](#)
 - C2.2 [Student Discipline Committee](#)
 - C2.3 [Finance & Property Committee](#)
 - C2.4 [Public Relations & Communications Committee](#)
- A4 [School Delegations Schedule](#)
- [Retention and Disposal schedule](#)

Monitoring

All delegations are discussed and approved at the first board meeting of the year.

Legislative Compliance

Nil

Reviewed: 11 August 2025	Next review: August 2028
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