

Rangiora High School Board

Delegations Policy




Introduction

1. This Delegations Policy and the attached Memo of Delegations was approved by the School Board of Rangiora High School at its meeting on 27 March 2024 and became effective at this date. The Memo sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the Memo 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. If these principles are observed then the Board can be certain that 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.
3. This Memo does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities is set out in the attached Memorandum of Delegations which is signed by the parties involved. 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 a case related to the School's finances.

Approval

1. This Policy and Memo was unanimously agreed by the Board and approved as a policy document at its meeting held on 27 March 2024.
2. When the Board approved this Memo it agreed that no variations of this Memo or amendments to it can be made except by the majority approval of those members present at the Board meeting.
3. The Board requests that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Approved by the Board	27 March 2024
Board Presiding Member	
Review Date:	Annually