



Part 2.2 - Governance Processes and Procedures – Delegation Lists

2. Otahuhu Intermediate School Delegations List

Date of Minuted Delegation	Motion	Personnel Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a board member	Delegated Authority See individual Committee Terms of Reference in the board's Governance Manual	Term of Delegation Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing
14/05/19	<p>Motion: that the Board delegates management of the school, in the absence of the Principal to Associate Principal 1. In the absence of Associate Principal 1 delegates management of the school to Associate Principal 2.</p> <p>Moved: CF Seconded: SG Agreed: All</p>	Principal	Associate Principal 1 Associate Principal 2	
01/03/22	<p>Motion: That the board delegates the role of Presiding Member in the absence of the Presiding Member to the person elected by the board as the Deputy Presiding Member.</p> <p>Moved: CF Seconded: BW Agreed: All</p>	Presiding Member	See Role of the Presiding Member Policy	Ongoing
01/03/22	<p>Motion: That the powers conferred on the board under Sections 81 and 83 of The Education and Training Act 2020 be delegated to the discipline committee of the board</p>	Presiding Member	See Policy Part 2.1.3 – Disciplinary Committee Terms of Reference	Renew annually



	<p>Moved: CF Seconded: SG Agreed: All</p>			
28/06/22	<p>Motion: That the Board delegates leadership and management of the RTLB Cluster to the Principal, and that the Principal has in place appropriate delegations to the Cluster Manager.</p> <p>Moved: CF Seconded: VE Agreed: All</p>			
21/03/23	<p>Motion: That the board delegates the principal the authority to close the school in times of real emergency with the agreement of the presiding member. If the presiding member is not contactable the principal will make an appropriate decision based on the Health and Safety at Work Act to prevent imminent harm to students and staff and others on the school grounds.</p> <p>Moved: Seconded: Agreed:</p>			

Notes:

Review schedule: Annually



Meeting Reviewed:	3 April 2023
Meeting Approved:	3 April 2023
Board Presiding Member:	Chris France
Signed by Presiding Member:	
Date:	3 April 2023