Part 2.2 - Governance Processes and Procedures – Delegation Lists

1. Otahuhu Intermediate School Delegations List

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| **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 | 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.  Moved: CF  Seconded: SG  Agreed: All | Principal | Associate Principal 1  Associate Principal 2 |  |
| 01/03/22 | 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.  Moved: CF  Seconded: BW  Agreed: All | Presiding Member | See Role of the Presiding Member Policy | Ongoing |
| 01/03/22 | 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  Moved: CF  Seconded: SG  Agreed: All | Presiding Member | See Policy Part 2.1.3 – Disciplinary Committee Terms of Reference | Renew annually |
| 28/06/22 | 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.  Moved: CF  Seconded: VE  Agreed: All |  |  |  |
| 21/03/23 | 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.  Moved:  Seconded:  Agreed: |  |  |  |

Notes:

Review schedule: Annually

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