



SCHEDULE OF DELEGATIONS

No 408

Introduction:

1. This Schedule of Delegations (the Schedule) was approved by the Board (the Board) of Devon Intermediate (the School) at its meeting on 5 December 2023 and became effective at this date. The Schedule 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 Schedule 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 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. 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. This Schedule does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Memorandum of Delegations which sets out the delegations and is signed by the parties involved. An outline example is set out at the end of this Schedule.
5. 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 Schedule was unanimously agreed by the Board and approved as a policy document at its meeting held on 5 December 2023.
2. When the Board approved this Schedule, it agreed that no variations of this Schedule or amendments to it can be made except by the majority approval of those trustees present at the Board meeting.
3. As part of its approval the Board requires the Principal to circulate this Schedule to all staff and for a copy to be included on the school Google Drive (copies of which shall be available to all staff). 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.

Note:

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons.

Ratified by Board: 4 December 2023	Next Review: December 2026
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