



WHANGANUI HIGH SCHOOL POLICY

BOARD OF TRUSTEES "EMPLOYER" POLICY

Policy No: 3.1
(NAG 3)

INTRODUCTION	<ol style="list-style-type: none"> 1 The Whanganui High School Board of Trustees is the "employer" with regards all staff employed by the School. 2 As such, the Board is obliged to comply with all statutory regulations relating to the employment of staff at Whanganui High School and to act in good faith as a "good employer" in all matters relating to the employment of staff at the School. 3 The Board must comply with all conditions of employment laid down in employment agreements (either individual or collective) covering staff employed at the School. 4 Given the above, the Board may elect to delegate to the Principal, responsibility and authority relating to specific aspects of its role as an employer. This delegated authority is either listed as <i>Appendix I</i> to this policy, or minuted in the Board of Trustees' minutes.
OBJECTIVES	<ol style="list-style-type: none"> 1 To help ensure the Board acts as a <i>good employer</i>. 2 To help ensure the Board is aware of its rights and responsibilities with regard to employment matters.
GUIDELINES	<ol style="list-style-type: none"> 1 The Board needs to be aware of its responsibilities as a <i>good employer</i>. 2 The Board needs to be aware of its rights, responsibilities and obligations in terms of the Employment Relations Act (2000) and consequent amendments. 3 The Board needs to be aware of its rights, responsibilities and obligations with regard to the employment agreements (both collective and individual) covering all employees of the School. 4 Advice in this regard should be sought from the Principal and support agencies such as the School Trustees' Association. 5 There are a range of Human Resource Management issues that the Board must consider in its role as employer. These are covered in either separate policies <i>see Appendix II</i>), or in the relevant employment agreements.
EVALUATION	<ol style="list-style-type: none"> 1 The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.
CONCLUSION	<p>Although the Board relies at times on other agencies (such as the State Services Commission and the School Trustees' Association) to act on its behalf in terms of employment agreement negotiations, it must recognise its role as the <i>employer</i> of staff at Whanganui High School and fulfil its duties in this regard to the best of its ability.</p>

Approved by the Board
Signed Chairperson: _____

Date: 19.10.16

Signed Principal: _____

Date: 26/10/16

PRINCIPAL'S DELEGATED AUTHORITY

The Principal has been delegated by the Wanganui High School Board of Trustees the authority, and/or the responsibility, to act on its behalf with regard to the following employment-related matters.

- 1 Identify staffing positions.
- 2 Establish and update job descriptions as required to meet the needs of, or changing needs of, the school.
- 3 Appoint support staff.
- 4 Consider the nature of, need for, and hours associated with all support staff positions at any time, and on coming to a conclusion, report to the Board with recommendations.
- 5 Appoint all teaching staff up to and including positions with a maximum of three permanent management, or retention, or attraction, or responsibility units.
- 6 Allocate all fixed term units, Middle Management Allowances and Recruitment, Retention and Responsibility payments as he/she sees fit, having consulted with the staff.
- 7 Arrange, and serve on, Appointments Committees of the Board for all positions beyond "3" above, other than the position of Principal.
- 8 Put in place and manage the school's Performance Management System, including all staff appraisal, registration, attestation and professional development.
- 9 Put in place and manage the overstaffing provisions should this be required.
- 10 Manage and complete where necessary, all requirements relating to staff competency as set down in the Board's Policy and the current Secondary Teacher's Collective Agreement provision.
- 11 Carry out the provisions of the school's Staff Disciplinary provisions (including if deemed necessary by the Principal, the suspension of staff) as set out in the Board's Policy on Staff Discipline.
- 12 Manage all matters relating to staff remuneration.
- 13 Manage all matters relating to staff leave in keeping with the Board's Policy on Leave.
- 14 Mandatory reporting to EDUCANZ (Teaching Staff) and other agencies (cyfs).

OTHER

- 15 Enter into contracts on behalf of the Board which require the contracting of services to meet the needs of the school.
- 16 Responsibility to act on behalf of the Board regarding student discipline as included in the Student Discipline Policy and Student Uniform Policy.
- 17 Ability to spend up to sub-sectioned limits as set out in the Annual Budget for the school.
- 18 Consult with the community regarding the delivery of the school's Health Programme.
- 19 Sign applications for New Zealand Community Trust funding, sponsorship or other monies up to a value of \$200,000 per annum.
- 20 Approve school trips within New Zealand.
- 21 Oversee and be responsible for all student enrolments in keeping with the school's enrolment policy.
- 22 Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, overseas students, (other).

HUMAN RESOURCE POLICIES

1	Policy No. 1.1	Treaty of Waitangi
2	Policy No. 3.1	Wanganui High School Board of Trustees "Employer" Policy
3	Policy No. 3.2	Staff Appointments
4	Policy No. 3.3	Equal Employment Opportunities
5	Policy No. 3.5	Protected Disclosures
6	Policy No. 3.6	Performance Management System, Appraisal & Attestation
7	Policy No. 3.7	Staff Competency
8	Policy No. 3.8	Staff Professional Development
9	Policy No. 3.9	Timetable
10	Policy No. 3.10	Staff Leave
11	Policy No. 3.11	Sexual Harassment
12	Policy No. 5.1	Health & Safety
13	Policy No. 6.3	Complaints & Associated Staff Discipline