



## **RESPONSIBILITIES OF THE TUMUAKI POLICY**

### **Outcome**

Te Pākihi o Maru Board delegates the authority and accountability of the day-to-day running/operation of the school to the Tumuaki.

### **Scoping**

The tumuaki is the professional leader of the school and the board's chief executive working in partnership with the board. The board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The tumuaki is responsible for the implementation of these policies including the strategic plan. The relationship between the board and tumuaki is based on mutual respect, trust, integrity and support with both parties working to ensure no surprises.

### **Delegations**

- Authority and accountability for the day-to-day running of the school is delegated to the tumuaki. Reference in documentation to the school, management and staff is to be read as “tumuaki” for responsibility for implementation.
- Only decisions made by the board acting as a board are binding on the tumuaki unless specific delegations to the presiding member, individual board members, committee chairs or committees of the board are in place.
- The presiding member/board has responsibility for the tumuaki's performance review.

### **Expectations and limitations**

The tumuaki shall not cause or allow any practice, activity or decision that is unethical, unlawful or imprudent or that violates the board's expressed values, its strategic plan or commonly held professional ethic.

The responsibilities of the tumuaki are set out in the board's operational policies and include the following:

- Meet the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Primary/Secondary Principals.
- Participate in the development and implementation of their annual performance agreement and participate in their annual review process.
- Act as the educational leader and day-to-day manager of the school within the law and in line with board policies.
- Develop, seek board approval for and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved ākonga progress and achievement.
- Use resources efficiently and effectively and preserve assets (financial and property).
- Operate within the board's approved annual budget.
- Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
- Employ, deploy and terminate staff positions in line with board policy and legislative requirements.
- Communicate with the community on operational matters as and where appropriate.
- Refrain from unauthorised public statements about the official position of the board on social, political and/or educational issues that are or have the potential to be controversial.
- Keep the board informed of all information relevant to its governance role.

- Act as protected disclosures officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
- Act, on behalf of the board as the privacy officer and EEO officer.
- Ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.
- Ensure systems are developed and implemented to support the smooth running of the school in regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines.

The tumuaki is not restricted from using the expert knowledge of individual board members acting as community experts.

### **Procedures that support this Policy**

- Board's Roles & Responsibilities
- Tumuaki job description
- Tumuaki's employment agreement including relevant Principal Professional Standards
- Annual implementation plan and budget
- Personnel-related policy and procedures including appointments and performance management

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Presiding Member

Date

Next review date: **April 2028**