



2. Responsibilities of the Principal Policy

The principal is the professional leader of the school and the Board's chief executive working in partnership with the Board of trustees. The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Board's Charter and policy framework, or the expressed values or commonly held professional ethos of Otumoetai College.

Alongside their professional role, the principal's key contribution to **day-to-day management** of the school is as per the management definition in the introduction to this governance manual.

The principal is responsible for overseeing the implementation of Board policy including the Charter/Strategic Plan. Reference in documentation to the school, management and staff is to be read as 'principal' in terms of responsibility for implementation. From time to time the chair of the Board, acting within delegated authority, may issue discretions in policies of the school, in minutes of the Board, or by written delegation.

The responsibilities of the principal are to:

1. Meet the requirements of the current job description (see Appendix 1).
2. Meet the requirements of their employment agreement including the four areas of practice from the *Secondary Principals' Professional Standards*.
3. Act as the educational leader and day-to-day manager of the school within the law and in line with all Board policies.
4. Participate in the development and implementation of their annual performance agreement, and participate in their annual review process.
5. Develop, seek Board approval of, and implement an annual plan that is aligned with the Board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement, with a particular focus on priority groups.
6. Use resources efficiently and effectively and preserve assets (financial and property).
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place.
8. Allocate pay units for appropriate positions.
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations for salary increases and staff professional development.
10. Employ, deploy and terminate relieving and non-teaching staff positions.
11. Employ teaching staff as per the appointments policy.
12. Communicate with the community on operational matters where appropriate.
13. Refrain from unauthorised public statements about the official position of the Board on controversial social, political, and/or educational issues.
14. Keep the Board informed of information important to its role.
15. Report to the Board as per the Boards reporting policy requirements.
16. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
17. Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.



Governance Policies

Only decisions made by the Board acting as a Board are binding on the principal unless specific delegations are in place. Decisions or instructions by individual Board members, committee chairs, or committees are not binding on the principal except in rare circumstances when the Board has specifically authorised it.

The relationship is one of trust and support with expectations documented in the relationship policy. All parties work to ensure “no-surprises”.

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

Review schedule: February 2020