



**NZSTA**  
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## Governance support resources

### School delegations

The school board is the governing body and has the authority to govern the school. The [Education \(School Boards\) Regulations 2020, regulation 8](#) gives school boards the ability to delegate some of its powers and functions to other people and/ or committees.

Delegations can only be given by way of board resolution and by written notice to the person or persons concerned detailing the nature of the delegation. It is recommended that boards keep a current delegation list. The delegation remains in place until revoked by the board unless a specific date of duration is specified. While delegations to committees can remain in place with changes of committee personnel, delegations to individuals should cease when that person leaves their position (unless the delegation is to the position rather than the individual). Examples would be a board member or staff member resigning. If the delegation is continuing, new committee personnel, or an individual, should be given a copy of the current delegation.

Although all board members should be aware of current delegations there is no need to approve these on a yearly basis, however they can be revisited. This is a common misconception. Boards and delegates should retain written notice of a delegation while it remains in force.

### Who can the board delegate to?

Delegations may be given to the following:

- (a) a board member or members
- (b) the principal or any other employee or office holder of the board
- (c) a committee consisting of at least 2 persons at least 1 of whom is a board member
- (d) a person approved by the Minister
- (e) any class of persons that comprises any of the persons listed in paragraphs (a) to (d)

A board cannot delegate the general power of delegation. The delegate may only sub-delegate with the prior written consent of the board and within the same conditions outlined in the original written notice of delegation.

A board cannot delegate the power to borrow money.

The board can invite anyone to be a member of a committee, but disclosure of any financial interest, as outlined in [Schedule 23](#), clause 10 of the Education and Training Act 2020, is a condition of appointment to a committee of the school board.

### Board quorum and the use of delegations:

A board meeting must have a quorum before it can conduct business. A quorum is more than half the board members presently holding office.

On occasion a meeting quorum may be unable to form a quorum if one or more board members declaring a conflict of interest. We suggest before the board member/board members declaring the conflict leave the meeting, the board resolves to form a committee of the board with the delegated authority to complete the business under discussion. This would avoid having to set another meeting date to finalise the matter if it can be appropriately dealt with by the remaining members.

## Useful links:

[Governance Framework:](#)

School delegation list  
Committee Principles

[KnowledgeHub](#) - Delegations



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