

BOARD OF TRUSTEES DELEGATION SUMMARY 2015

Date of Delegation	Delegated Authority	Personnel / Responsibility	Term of Delegation
2015	To the Deputy Principals to deputize for the Principal in his absence.	Daryn Shaw Martyn Knapton Chris Lapworth	During the term of the current Principal up to two weeks – this may be extended by the board if need arises.
2015	To the Deputy Principal to manage student stand-downs including required documentation.	Daryn Shaw	During the term of the current Principal or until reviewed in 2016
2015	To the Personnel Committee to oversee Personnel Policies including appointments.	Personnel Committee <ul style="list-style-type: none"> • Warren Smart • Thomas McIntyre • Mark Bowden 	For the duration of the current Board 2013 – 2016 or change in the composition of the committee changes.
2015	To the Property Committee to manage and develop property resources at Spotswood College within the stated terms of reference.	Property Committee <ul style="list-style-type: none"> • Ian Speirs • Mark Bowden • Chris Lapworth 	For the duration of the current Board 2013 - 2016 or change in the composition of the committee changes.
2015	To the Principal to implement provision of the clause 3.3.2 of the S.T.C.A. in relation to teacher competency where that is considered appropriate. The Board delegates to the Principal to conduct an initial enquiry and to take disciplinary action up to and including a written warning. The board delegates authority to the Principal and the Chairperson (in absence the Deputy Chair) to suspend an employee or transfer to other duties in accordance with the relevant employment agreement when there is an allegation of serious misconduct.	Mark Bowden	During the term of the current principal.
25 May, 2015	To the Disciplinary Committee the powers conferred on the Board under Sections 15 and 17 of The Education Act 1989	All current members of the Board of Trustees. The chair of the committee is the Board Chairperson, the Deputy Chairperson or any available member of the Board of Trustees. The quorum for the committee shall be three trustees.	For the duration of the current Board 2013 – 2016

Note: All delegations must be reviewed triennially according to the Self Review Planning Cycle