

ATTACHMENT B

DELEGATIONS AND AUTHORISATIONS POLICY FOR SHALOM CHRISTIAN COLLEGE

Policy Aim:	The Statement of Delegations and Authorities seeks to give clear guidelines for the Shalom Christian College Board to act with confidence and to articulate what specific matters the Synod Standing Committee has reserved for its consultation and/or approval (Clause 7.1 of the Constitution).
Scope and Responsibilities:	The Queensland Synod Standing Committee is responsible to approve the broad delegations of authority within which the Shalom Christian College Board may operate. These delegations will be contained in Synod By-Laws, Property Policies and resolutions of the Synod Standing Committee. The Shalom Christian College Board is responsible for approving sub-delegations within the College as they see fit for good corporate governance.
Approval:	Synod Standing Committee Approval Required Board Approval for sub-delegations
Background information:	Shalom Christian College will become an activity of the Uniting Church in Australia Property Trust (Q.) (UCAPTQ) on 1 September 2013 and will be bound by the Uniting Church Regulations and the Queensland Synod By-Laws. During the last twelve months, Synod Standing Committee (SSC) has expended significant resources to ensure the ongoing operation of Shalom Christian College, and acknowledges that the College requires significant organisational and financial restructuring. To this end, the SSC has approved a new constitution and appointed a new Board. It has also requested that to provide additional support to the Board and to mitigate the high risks inherent with the restructuring, that a Statement of Delegations and Authorities be prepared.
Policy:	For the purposes of the Non-state Schools Accreditation Board the UCAPTQ, the legal body of the church, is regarded as the 'Governing Body' and is required to have processes in place which demonstrate it is suitably exercising that role. Within the church it is the responsibility of the following bodies to ensure that this happens, namely: the SSC, the Finance, Investment and Property Board (FIP), the Schools' Commission, Congress and the Shalom Christian College Board (Board). The Governance, Nomination and Remuneration Board (GNRC) also provides advice on governance matters to SSC. Within the context of the schedule attached to this policy, the Board is empowered to delegate its powers, authorities, duties and functions to the Principal. The Board delegates its powers, authorities, duties and functions in a variety of ways including: 1. Resolutions 2. Approval of policies and procedures. The schedule of delegations attached to this policy is an extract of various delegated issues to key roles or bodies. It will make clear the authority to the College Board and designated authorities/officers to make decisions or take actions; and it defines the limits of that authority. To be reviewed annually at the beginning of each calendar year.
Definitions:	
Related Documentation:	Shalom Christian College Constitution
Legislation Applicable:	The Uniting Church in Australia Act (1977) (Qld)

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Schedule of Delegations and Authorities

Issue	Delegated Authority	Limitations/Controls
Governance		
Board appointments (chair and members)	Synod Standing Committee	Board members are encouraged to identify and recommend potential persons through Schools Commission
Constitution	Synod Standing Committee	Board may recommend changes through Schools Commission.
Appointment of auditor	Board	Requires endorsement of FIP Board.
Strategic		
Development of strategic plan	Board	Requires Congress (Regional Committee) consultation and endorsement of Schools Commission and FIP Board.
5 - 10 year Cash flow forecast	Board (through Business Manager)	Approval required from FIP Board.
Approval of significant policies	Board	Policies must be consistent with related UCA policies.
Accreditation		
New Accreditation or Change of attribute (ie additional campuses, year levels)	Synod Standing Committee	Board may recommend changes through Schools Commission and endorsed by FIP Board.
Cyclical Reviews	Board	Requires Schools Commission representative on Review committee.
Curriculum Framework	Board	NSSAB framework and accreditation restrictions. DEEWR
RTO applications for existing curriculum delivery	Principal	
RTO applications outside current curriculum	Board (through Principal)	Requires endorsement of Schools Commission and FIP Board required prior to application being submitted
Students		
Duty of care for students, child protection policy, privacy	Principal	Policies must be consistent with related UCA policies. Statutory and legislative requirements.
Employment		
Enterprise Agreement	Board	Requires endorsement of Schools' Commission.
Appointment of Principal	Board	Requires endorsement by Synod Schools Commission and Congress consultation.
Appointment of Chaplain	Synod Placements Committee	Synod Placement Committee process - contact Associate General Secretary. Requires Congress involvement but process yet to be determined.

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Issue	Delegated Authority	Limitations/Controls
Budget/Finances		
Annual Budget	Board (through Business Manager)	Requires endorsement from Schools' Commission and FIP Board.
Operational expenditure	Principal	Must be within approved budget. If not seek FIP Board endorsement.
Procurement Agreements	Board	Consult with FIP Board - UCA has some master procurement and leasing agreements
New leases for school equipment such as computers, vehicles, photocopiers etc	Principal/Business Manager (provided such items are in budget)	Must be within approved budget. If not seek FIP Board endorsement.
Banking (including day to day operations, investment)	Principal/Business Manager	Bank is ANZ subject to Synod policies
Funding		
Operational funding agreements	Principal	As per DEEWR and NSSAB authorisation
Capital funding agreements	FIP Board	See assets.
Borrowings	FIP Board	Specific agreements and covenants are developed for each borrower
All funding agreements /contracts / deeds with external bodies	Requires signature of Property Trust (Q.)	Through Manager Property Resources. The Trust is required to maintain registers of contracts and agreements.
Assets		
Sale or Lease of real estate Proposals	FIP Board	Submit to FIP Board for approval, as per UCA Regulations
Building proposals	FIP Board	Submit to FIP Board for approval as per UCA regulations
Maintenance	Board (through the Principal)	Must be within approved budget. If not seek FIP Board endorsement.
Legal Proceedings		
Commencement of legal proceedings	Synod Standing Committee or Moderator	In cases of urgency, Director Finance and Property Services
Media		
Media releases or responses to contentious media enquiries.	Moderator	Contact Director Communications
Other media releases	Board Chair in conjunction with Principal	