

Te Whānau o Ōtūmatua Board of Trustees

Tumuaki/Principal Responsibilities Policy

Purpose

This policy sets out the responsibilities of the tumuaki as the chief executive of the board and the educational leader of Te Whānau o Ōtūmatua, ensuring effective management, legal compliance, and high-quality teaching and learning.

Policy

The tumuaki is responsible for the management of the kura and is accountable to the board and the kura community. As both an employee and a full member of the board, the tumuaki fulfils governance responsibilities while leading the day-to-day operation of the kura.

Guidelines

1. Governance Responsibilities

As a full member of the board, the tumuaki:

- Meets all responsibilities outlined in the Governance, Management and Board Responsibilities policy.
- Participates in board decision-making and provides professional advice to support effective governance.

(See: Governance, Management and Board Responsibilities Policy)

2. Chief Executive Responsibilities

As the board's chief executive for the control and management of the kura, the tumuaki:

- Complies with the board's general policy directions (Education and Training Act 2020, s 130).
- Has discretion to manage the day-to-day administration of the kura as per the *Schedule of Delegations*.
- Implements kura policies and procedures.
- Delegates responsibilities to kaiako as appropriate.
- Provides the board with the information it needs to carry out its governance role.
- Assures the board, through regular reporting, that:
 - the kura complies with legislative and regulatory requirements
 - policies and procedures are current and implemented
 - appropriate actions have been taken to address identified issues
 - Review Schedule and Board Assurances processes are followed

3. Employment Responsibilities

As an employee of the board, the tumuaki:

- Meets the requirements of their employment agreement.
- Participates in a professional growth cycle in line with Teaching Council expectations.
- Engages in ongoing professional learning and leadership development.

(See: Employment and Personnel Policy)

4. Educational Leadership Responsibilities

As the educational leader of the kura, the tumuaki:

- Leads teaching and learning across the kura.
- Engages with kaiako, ākonga, whānau, and the wider community on operational and educational matters.
- Promotes a safe, inclusive, and culturally responsive learning environment.
- Ensures effective systems for curriculum delivery, assessment, and reporting.

5. Policy Framework Responsibilities

The tumuaki responsibilities are reflected across the kura policy and procedure framework, including the following areas:

- Governance, Management and Board Responsibilities
- Kura Community Engagement
- Curriculum and Student Achievement
- Employment and Personnel
- Finance and Asset Management
- Health and Safety
- Privacy, Copyright and Official Information

6. Review Schedule

This policy will be reviewed according to the Board's Review Schedule or earlier if required due to legislative change or identified need.

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Date of Approval: 01 August 2026

Review Date: August 2029

Version: 1