

GOVERNING BODY DECISION PLANNER –

St Mary's C of E Primary Academy

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Principal/Operations Manager.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	1	2	3	4	Comments
Budgets	1	To approve the first formal budget plan each financial year	√				Recommended by F,P,A&R committee
	2	Budget virements less than £5k				√	
	3	Budget virements greater than £5k		√			
	4	To monitor monthly expenditure.		√			Principal, Op's Manager and F,P,A&R Committee
	5	To establish a charging and remissions policy	√				
	6	Miscellaneous financial decisions less than £10k				√	Authorised by Principal/Ops Manager
		Miscellaneous financial decisions between £10k and £40k		√			Authorised by Principal/Op's Manager Written agreement from F,P, A&R committee
		Miscellaneous financial decisions over £40,000	√				
	7	To enter into contracts less than £10,000				√	Authorised by Principal/Op's Manager
		To enter into contracts between £10,000 and £40,000		√			Authorised by Principal/Op's Manager Written agreement from F,P, A&R committee
		To enter into contracts over £40,000		√			
	8	To make payments less than £10,000				√	
		To make payments between £10,000 and £40,000		√			
		To make payments over £40,000		√			Delegated to F,P,A&R
Staffing	9	Head teacher appointments (selection panel)	√				
	10	Deputy appointments (selection panel)	√				
	11	Appoint other teachers				√	Law Recruitment and selection policy
	12	Appoint non-teaching staff				√	Law Recruitment and selection policy
	13	Agree a pay policy	√				
	14	Pay discretions		√			F,P,A&R committee
	15	Establishing disciplinary/capability procedures	√				
	16	Dismissal of Principal/Executive Principal	√				
	17	Dismissal of other staff				√	
	18	Suspending Principal/Executive Principal			√		Governors, normally Chair of Governors

Key Function	No	Tasks	1	2	3	4	Comments
	19	Suspending staff (except Principal/Executive Principal)				√	
	20	Ending suspension (Principal/Executive Principal))			√		Governors, normally Chair of Governors
	21	Ending suspension (except head)				√	
	22	Determining staff complement (Other Posts)		√			F,P, A&R Committee. The Principal and Operations Manager can amend staff complement IAW Finance Manual within agreed budget.
	23	Determining staff complement (Senior Leadership Posts)	√				
	24	Determining dismissal payments/ early retirement		√			F,P, A&R committee
Curriculum	25	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				√	
	26	To establish a curriculum policy				√	
	27	To implement curriculum policy				√	
	28	To agree or reject and monitor curriculum policy	√				On recommendation of Standards and Curriculum Committee
	29	Responsible for standards of teaching				√	
	30	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		√			Standards and Curriculum Committee
	31	Responsibility for individual child's education				√	
	32	Provision of sex education – to establish and keep up to date a written policy				√	
	33	To prohibit political indoctrination and ensuring the balanced treatment of political issues				√	
	34	To establish a charging and remissions policy for activities (non NC based)		√			F,P, A&R committee

Key Function	No	Tasks	1	2	3	4	Comments
Performance Management	35	To formulate a performance management policy				√	
	36	To approve a performance management policy	√				On recommendation of the F,P,A&R committee
	37	To implement the performance management policy				√	
	38	To review annually the performance management policy	√				On recommendation of the F,P,A&R committee
Target Setting	39	To set and publish targets for pupil achievement				√	
Discipline & Exclusions	40	To establish a discipline policy	√				On recommendation of the F,P,A&R committee
	41	Decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. To review lower level exclusions iaw policy		√			Governors Disciplinary Panel (IAW Our Good Behaviour Promise Policy)
	42	To decide and direct reinstatement of excluded pupils where they have been excluded for more than 5 and less than 15 days in a term, and parents make representation to Governors		√			Governors Disciplinary Panel (IAW Our Good Behaviour Promise Policy)
Admissions	43	Approving an admissions policy annually and consulting every 7 years	√				
	44	Admissions: Approval for Children to be educated outside of their chronological year group	√				
Religious Education	45	Responsibility for ensuring provision of RE in line with school's basic curriculum				√	
Collective Worship	46	Ensure that all pupils take part in a daily act of collective worship (after consulting GB)				√	
	47	Arrangements for collective worship		√			Community, Ethos and Mission Committee

Key Function	No	Tasks	1	2	3	4	Comments
Premises & Insurance	48	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	√				
	49	Developing school buildings strategy or master plan	√				
	50	Procuring and maintaining buildings, including developing properly funded maintenance plan	√				
Health & Safety	51	To maintain a health and safety policy	√				
	52	To ensure that health and safety compliance				√	
School Organisation	53	To set the times of school sessions and the dates of school terms and holidays	√				
	54	To ensure that the school meets for the equivalent of 1235hrs (Due to school changes) a school year.				√	
	55	To ensure that school lunch nutritional standards are met where provided by the governing body.				√	
Information For Parents	56	To prepare and publish the school prospectus				√	
	57	To develop and operate systems for providing information to parents and other stakeholders, including school website and MIS				√	
	58	To ensure provision of free school meals to those pupils meeting the criteria				√	
	59	Adoption and review of home-school agreements				√	
GB Procedures	60	To draw up instrument of government and any	√				

Key Function	No	Tasks	1	2	3	4	Comments
		amendments thereafter					
	61	To appoint or remove the Chair and Vice-chair of Governors.	√				
	62	To appoint and dismiss the clerk to the governors	√				
	63	To hold a full governing body meeting at least three times in a school year	√				
	64	To appoint (and remove) up to 2 co-opted Governors.	√				Articles of Association
	65	To set up a Register of Governors' Business Interests	√				
	66	To approve and set up a Governors Expenses Scheme	√				
	67	To consider whether or not to exercise delegation of functions to individuals or committees	√				
	68	To regulate the GB procedures (where not set out in law)	√				
Multi Academy Trusts	69	To consider forming a federation or joining an existing MAT	√				
	70	To consider requests from other schools to join the MAT	√				
	71	To leave a MAT	√				
Extended Schools	72	To decide to offer additional activities and to what form these should take	√				
	73	To put into place the additional services and ensure their delivery				√	
	74	To cease providing extended school provision	√				

- Although these tasks are open to delegation under the Education (School Government)(Terms of Reference)(England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body