

ST PETER IN THANET GOVERNING BODY DECISION PLANNER

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: Headteacher.

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	Tasks	Decision Level			
		1	2	3	4
Budgets	To approve the first formal budget plan each financial year	X			
Resources Team	To monitor 6 month/9month and end of year expenditure.		X		
	To monitor monthly expenditure				X
	To establish a charging and remissions policy	X			
	Miscellaneous financial decisions				X
Resources Team Between £8,000 & £50,000 Above £50,000 FGB approval reqd.	To enter into contracts (GB may wish to agree financial limits)	X	X		
	To make payments				X
Resources Team	SFVS To prepare report and monitor action points		X		

	To agree SFVS Report	X			
Resources Team	Financial Benchmarking Resources Team to monitor		X		
	Resources Team to annually review the Finance policy to be ratified by FGB	X	X		
Staffing	Headteacher appointments (selection panel)	X			
	Deputy appointments (selection panel)	X			
	Appoint other teachers				X
	Appoint non teaching staff				X
	Resources to annually review a performance related pay policy to be ratified by the FGB	X	X		
Pay Committee	Pay discretions		X		
	Establishing disciplinary/capability procedures				X
	Dismissal of headteacher	X			
	Dismissal of other staff				X
	Suspending head	X			
	Suspending staff (except head)				X
	Ending suspension (head)	X			
Staff Discipline com/ Strategy Team	Ending suspension (except head)		X		
Resources Team	Determining staff complement		X		
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	X			
Resources Team	Determining dismissal payments/ early retirement		X		
Curriculum	Ensure National Curriculum is taught to all pupils and to consider any disapplication for pupil(s)				X
	To establish a curriculum policy				X
	To implement curriculum policy				X
	Responsible for standards of teaching				X
	To monitor the quality of teaching and report back to Governors				X
	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)				X
	Responsibility for individual child's education				X
Learning & Development Team	Provision of sex education – to establish and keep up to date a written policy		X		
	To prohibit political indoctrination and ensuring the balanced treatment of	X			X

	political issues				
Performance Management	To formulate a performance management policy				X
	To implement the performance management cycle				X
Chair of Governors	To review annually the performance management cycle			X	
Discipline/Exclusions	To establish a discipline policy	X			
Pupil Discipline Committee	To review the use of exclusion and to 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. (Can be delegated to chair/vice-chair in cases of urgency)		X		
Pupil Discipline Committee	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
Admissions					
	To consult annually before setting an admissions policy (VA and Foundation schools)	X			
	To establish an admissions policy acting with LA and Diocese	X			
Delegated by resolution passed at FGB 19.10.17	In-year Admissions (below PAN)				X
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus				X
Foundation Governors	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)		X		
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
Foundation Govs	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)		X		
Premises & Insurance Resources Team	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)	X			
	Developing school buildings strategy or master plan	X			
Resources Teams	Procuring and maintaining buildings, including developing properly funded maintenance plan		X		

Health & Safety	To institute a health and safety policy	X			
Resources Team	To ensure that health and safety regulations are followed		X		X
School Organisation	To publish proposals to change category of school	X			
	Proposal to alter or discontinue voluntary foundation or foundation special school	X			
	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	X			
	To ensure that the school meets for 380 sessions in a school year				X
	To ensure that school lunch nutritional standards are met where provided by the governing body.				X
Information for Parents Website reviewed annually	To ensure the website shows up to date statutory information and Governor listings on GIAS and CPDonline are up to date and consistent	X			X
	To ensure provision of free school meals to those pupils meeting the criteria				X
GB Procedures	To draw up instrument of government and any amendments thereafter	X			
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X			
	To appoint and dismiss the clerk to the governors	X			
	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	X			
	To set up a Register of Governors' Business Interests	X			
	To approve and set up a Governors Expenses Scheme	X			
SEN Link Governor	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools			X	
	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	To regulate the GB procedures (where not set out in law)	X			
Federations	To consider forming a federation or joining an existing federation	X			
	To consider requests from other schools to join the federation	X			
	To leave a federation	X			
Extended Schools	To decide to offer additional activities and to what form these should take	X			

	To put into place the additional services provided				X
	To ensure delivery of services provided				X
	To cease providing extended school provision	X			

Reviewed and agreed by the FGB 15.10.2018