

**WEST DERBY SCHOOL
GOVERNING BODY DECISION PLANNER**

REVIEWED & APPROVED:

13/12/2017

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.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	Decision Level				Notes
			1	2	3	4	
Budgets	1	To approve the first formal budget plan each financial year	✓				
	2	To monitor monthly expenditure.				✓	
	3	To establish a charging and remissions policy				✓	
	4	Miscellaneous financial decisions		✓		✓	Delegated authority to the Headteacher for an amount of up to and including £25,000 (Over £25k to committee for approval).

	5	To enter into contracts (GB may wish to agree financial limits)		✓		✓	In accordance with Point 4, delegated limits £25,000 (Over £25k to committee for approval).
	6	To make payments				✓	
Staffing	7	Headteacher appointments (selection panel)	✓				
	8	Deputy appointments (selection panel)	✓				
	9	Appoint other teachers				✓	
	10	Appoint non teaching staff				✓	
	11	Agree a pay policy		✓			
	12	Pay discretions		✓			
	13	Establishing disciplinary/capability procedures		✓			
	14	Dismissal of headteacher		✓			
	15	Dismissal of other staff		✓			
	16	Suspending head	✓				Chair of Governors, or in the absence of the Chair of Governors, the Vice Chair.
	17	Suspending staff (except head)				✓	
	18	Ending suspension (head)	✓				Chair of Governors, or in the absence of the Chair of Governors, the Vice Chair.
	19	Ending suspension (except head)				✓	
	20	Determining staff complement		✓			
	21	Determining dismissal payments/ early retirement		✓			
Curriculum	22	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		✓		✓	
	23	To establish a curriculum policy				✓	
	24	To implement curriculum policy				✓	

	25	To agree or reject and monitor curriculum policy		✓			
	26	Responsible for standards of teaching	✓			✓	
	27	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)		✓		✓	
	28	Responsibility for individual child's education				✓	
	29	Provision of sex education – to establish and keep up to date a written policy				✓	
	30	To prohibit political indoctrination and ensuring the balanced treatment of political issues		✓		✓	
	31	To establish a charging and remissions policy for activities (non NC based)				✓	
Appraisal	32	To formulate an appraisal policy				✓	
	33	To establish an appraisal policy		✓			
	34	To implement the appraisal policy		✓		✓	
	35	To review the appraisal policy		✓			
Target Setting	36	To set and publish targets for pupil achievement		✓		✓	
Discipline/Exclusions	37	To establish a behaviour policy				✓	
	38	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
	39	To direct reinstatement of excluded pupils		✓			Can be delegated to chair/vice-chair in cases of urgency
Admissions	40	To consult on any proposed changes to the determined admissions arrangements.	✓				
	41	To establish an admissions policy		✓			
	42	Admissions: application decisions		✓			

Religious Education	44	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		✓		✓	
	45	Decision to provide RE in line with locally agreed syllabus		✓		✓	
Collective Worship	6	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓	
	47	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓	
	48	Arrangements for collective worship (schools without religious character (after consulting GB)				✓	
Premises & Insurance	49	Buildings and liability insurance	✓	✓			School subscribes to the Risk Protection Arrangements for Academies provided by ESFA
	50	Developing school building strategies	✓	✓			
	51	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓			
Health & Safety	52	To institute a health and safety policy	✓				
	53	To ensure that health and safety regulations are followed		✓		✓	
School Organisation	54	To publish proposals to change category of school	✓				
	55	To set the times of school sessions and the dates of school terms and holidays		✓			
	56	To ensure that the school meets for 380 sessions in a school year		✓		✓	
	57	To ensure that school lunch nutritional standards follow the Healthy Schools programme. .				✓	
Information For Parents	58	To prepare and publish the school prospectus				✓	
	59	To ensure provision of free school meals to those pupils meeting the criteria				✓	

GB Procedures	60	To maintain the Articles of Association for the Trust and any amendments thereafter	✓				
	61	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				
	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 or a meeting of the temporary governing body as often may require	✓				
	64	To set up a Register of Governors' Business Interests	✓				
	65	To approve and set up a Governors Expenses Scheme	✓	✓			
	66	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	✓		✓		The SEN governor meets with SENCO and Inclusion Manager termly and actual policies are approved by the FGB.
	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 Trust	69	To consider forming a multi academy trust or joining an existing multi academy trust	✓				