

## GOVERNING BODY DECISION PLANNER VERSION 4.0

**THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS (DfE June 2013)**

**KEY**

Level 1:	Full Governing Body	A = Admissions Committee
Level 2:	Committee of the Governing Body *	D = Discipline Committee
Level 3:	Individual Governor *	C = Chairs Committee
Level 4:	Headteacher *	L = Learning Committee
X :	Function cannot legally be carried out at this level.	P = People Committee
		R = Resources Committee
		CoG = Chair of Governors

*\* Although decisions may be delegated, the Governing Body remains responsible for decisions made under delegation.*

Key Function		Tasks	Decision Level			
			LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>School</b>	1	To approve the first formal budget plan each financial year		R	X	X
<b>Budgets</b>	2	To monitor monthly expenditure				✓
	3	To establish a Charging and Remissions policy		R		
	4	Miscellaneous financial decisions (e.g. write-offs)		R		
	5	To investigate financial irregularities		C		
	6	To enter into contracts (above GB set financial limit)		R		
	7	To enter into contracts (below GB set financial limit)				✓
	8	To make payments				✓
<b>Strategic</b>	9	Approve aims and objectives for the school	✓			X
	10	Approve School Development Plan	✓			X
	11	Ensure the school has policies and other documents required by law or in statutory guidance	✓			
	12	Formulate policies in line with the overall aims and objectives of the school (not included in this document)				✓
	13	Agree policies not included elsewhere in this document	✓			
	14	Monitor effectiveness of and compliance with policies		ALL		
<b>Staffing</b>	15	Head teacher appointments (GB appointed selection panel)	✓	X	X	X
	16	Deputy appointments (GB appointed selection panel)	✓	X	X	X
	17	Appoint other teachers (Gobs may be on the selection panel)				✓
	18	Appoint non-teaching staff (Gobs may be on the selection panel)				✓
	19	Formulate a pay policy		Pay		X
	20	Agree a pay policy (in consultation with Staff & Unions)	✓			X
	21	Determine the Staffing Structure and salary levels (as advised by the head)	✓			X
	22	Agree Pay discretions for Headteacher		Pay		X
	23	Determine all pay ranges for teachers paid on the Leadership Scale (as advised by the Headteacher)		Pay		
	24	Agree Pay discretions for staff below Headteacher within the agreed scale or range of each member of staff				✓
	25	Establishing disciplinary /capability procedures		P		
	26	Establishing staff discipline conduct and appeals procedures		P		X

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			LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	27	Establishing allegations of abuse against staff procedures		P		
	28	Establishing staff grievance procedures		P		
	29	Dismissal of Headteacher	✓			X
	30	Dismissal of other staff (with recommendation from the head)		D		
	31	Suspending head	✓			X
	32	Suspending staff (except head)				✓
	33	Ending suspension (head)	✓			X
	34	Ending a suspension (except head)			CofG	X
	35	Determining dismissal / early retirement payments		C		X
	36	Maintaining Central record of recruitment and vetting checks				✓
	37	Determining staff complement				✓
	38	Agreeing Staffing Structure		P		
<b>Curriculum</b>	39	Ensure National Curriculum (NC) taught to all pupils and to consider any dis-application for pupil(s)	X	X	X	✓
	40	To establish a curriculum policy	X	X	X	✓
	41	To implement curriculum policy	X	X	X	✓
	42	To agree or reject and review curriculum policy		L		X
	43	Responsible for standards of teaching and target setting				✓
	44	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)				✓
	45	Responsibility for individual child's education				✓
	46	Provision of sex education - make and keep up to date a written policy		L+P		
	47	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	48	To establish a charging and remissions policy for activities (non-Nat. Curriculum based)		R		
	49	Make and keep up to date Special Educational Needs Policy		L		
<b>Performance Management</b>	50	To formulate an Appraisal policy				✓
	51	To establish an Appraisal policy		P		X
	52	To implement the Appraisal policy				✓
	53	To review annually the Appraisal policy		P		X
<b>Discipline and Exclusions</b>	54	To publish a Behaviour Principles written statement		P	X	X
	55	To formulate and implement a Behaviour Policy	X	X	X	✓
	56	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	✓
	57	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)		D	X	X
	58	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		D	X	X
<b>Admissions</b>	59	To consider Admissions Policy annually and publicly consult		A	X	X

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		before recommending or implementing changes				
	60	To establish an Admissions Policy	✓		X	X
<b>Religious Education</b>	61	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)		L	X	
<b>Collective Worship</b>	62	In all maintained schools (and Academies through Funding Agreement) to ensure that all pupils take part in a daily act of collective worship (after consulting GB)	X	X	X	✓
	63	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to dis-apply. Head must consult GB before doing so.	X	X	X	✓
	64	Arrangements for collective worship (schools without religious character) after consultation with GB.	X	X	X	✓
<b>Premises and Insurance</b>	65	Buildings insurance and personal liability– GB to seek advice from LA, or Trustees where appropriate		R		X
	66	Developing school buildings strategy and Asset Management Planning		R	X	X
	67	Procuring and maintaining buildings, including developing properly funded maintenance plan		R	X	X
<b>Health &amp; Safety</b>	68	To institute a Health and Safety policy	✓	X	X	X
	69	Ensure health and safety regulations are followed				✓
	70	Maintain premises management documents inc fire safety, asbestos, statutory testing and risk assessments				✓
	71	Make and keep up to date Data Protection Policy & Procedures		R		
<b>Welfare</b>	72	Make and keep up to date Child Protection Policy & Procedures		P		
	73	Review and publish an Equality information and objectives statement				✓
	74	Review and maintain an Accessibility Plan (Equality Act)		P		
<b>School Organisation</b>	75	To publish proposals to change category of school	✓		X	X
	76	To set the times of school sessions and the dates of school terms and holidays	✓			X
	77	To ensure the school meets for 380 sessions in a school year				✓
	78	To ensure that school lunch nutritional standards are met where provided by the governing body				✓
	79	To ensure provision of free school meals to those pupils meeting criteria				✓
	80	Keep a register of Students and attendance				✓
	81	Management and control of the internal organisation of the school	X	X	X	✓
	82	Formulate the overall aims and objectives of the school (in consultation with GB)	X	X	X	✓
	83	Deploy and manage all staff	X	X	X	✓
	84	Advise and assist the governing body in the exercise of its functions and to make such reports in this connection as may be required	X	X	X	✓
<b>Information for parents/others</b>	85	Maintain and publish required information on the school web site or elsewhere as necessary				✓
	86	Adoption and review of home-school agreements		P		X

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	87	Maintain and publish Freedom of Information Publication Scheme			CofG	
	88	Maintain and publish Complaints procedure statement				✓
<b>GB procedures</b>	89	To draw up instrument of government and any amendments thereafter	✓	X	X	X
	90	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓	X	X	X
	91	To appoint and dismiss the clerk to the governors	✓	X	X	X
	92	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 as required	✓	X	X	X
	93	To appoint and remove community governors	✓	X	X	X
	94	To set up a Register of Governors' Business Interests	✓	X	X	X
	95	To approve and set up a Governors' Expenses scheme		R		
	96	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		P		X
	97	To consider whether or not to exercise delegation of functions to individuals or committees	✓	X	X	X
	98	To regulate the GB's procedures (where not set out in law)	✓	X	X	X
	99	To review at least annually the establishment, terms of reference and membership of committees & selection panels	✓		X	X
	100	Maintain a record of minutes and papers considered at meetings of the governing body and committees			Clerk+ Head'sPA	
<b>Federations</b>	101	To consider forming a federation or joining an existing one	✓	X	X	X
	102	To consider requests from other schools to join a federation	✓	X	X	X
	103	To leave a federation	✓	X	X	X
<b>Extended Schools</b>	104	To decide to offer additional activities and in what form these should take	✓	X	X	X
	105	To put into place the additional services provided				✓
	106	To ensure delivery of services provided				✓
	107	To cease providing extended school provision	✓	X	X	X