

St Blaise C of E Governing Board Delegation Planner 2018-19

Please note: In our school we have governance without committees and so for the areas below which can be assigned to a committee we have assigned them to the Governing Board but as per our structure these areas would be managed by the relevant lead governor and approved by the Governing Board.

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. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing Board and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing Board may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

Level 1: Full governing Board
Level 2: A committee of the governing Board
Level 3: An individual governor
Level 4: Headteacher.

Blue box Function **cannot** be legally carried out at this level.

- ✓ Action could be undertaken by this level.
- * Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing Board or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing Board – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing Board is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing Board for discussion prior to adoption by the full governing Board.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing Board.
- Although decisions may be delegated, the governing Board as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			Full Governing Board
	To monitor monthly expenditure.	✓	✓	✗	✓	Headteacher
	To establish a charging and remissions policy	✓	✓	✗	✗	Full Governing Board
	To enter into contracts	✓	✓	✗	✓	Headteacher up to £1,000 and Full Governing Board for over £1,000
Staffing	Appoint selection panel for headteacher	✓				Full Governing Board
	Appoint selection panel for deputy head	✓				Full Governing Board
	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	Full Governing Board
	Appoint other teachers	✗	✗	✗	✓	Headteacher
	Appoint non-teaching staff	✗	✗	✗	✓	Headteacher
	To put in place a pay policy	✓	✓	✗		Full Governing Board
	To decide upon pay discretions in line with the pay policy and legal requirements.	✗	✓	✗		Pay Committee
	Dismissal of headteacher	✗	✓	✗		Full Governing Board
	Initial dismissal of other staff	✗	✗	✗	✓	Headteacher
	Suspending head	✗	✓	✓		Full Governing Board
	Suspending staff (except head)	✗	✗	✗	✓	Headteacher
	Ending suspension (head)	✓	✓	✓		Full Governing Board
	Ending suspension (except head)	✓	✓	✓		Full Governing Board
	Setting the overall staffing structure	✓	✓	✗		Full Governing Board
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	✗		Full Governing Board
	Determining dismissal payments/ early retirement	✓	✓	✗		Full Governing Board
To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	Headteacher	
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				Full Governing Board	

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	✗	✓	Full Governing Board
	To consider any disapplication for pupil(s)	✗	✗	✗	✓	Headteacher
	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)	✓	✓	✗	✗	Full Governing Board
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	✗	✗	✗	✓	Headteacher
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	Full Governing Board
	To put into place the additional services provided	✗	✗	✗	✓	Headteacher
	To decide whether to stop providing additional activities.	✓	✗	✗	✗	Full Governing Board
Performance management	To formulate and review teacher appraisal policy	✓	✓	✗		Full Governing Board
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	✗		Full Governing Board
	To carry out appraisal of other teachers.				✓	Headteacher
Discipline/exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓			Full Governing Board
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Headteacher
	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)	✗	✓			Full Governing Board

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Admissions						
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	x	✓			Full Governing Board
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	x	x		Full Governing Board
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓			Full Governing Board
	To ensure that health and safety regulations are followed	x	x	x	✓	Headteacher
School organisation	To publish proposals to change category of school	✓	✓			Full Governing Board
	To decide whether to convert to academy status	✓				Full Governing Board
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	x			Full Governing Board
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	x	x		Full Governing Board
	To ensure that school lunch nutritional standards are met	x	x	x	✓	Headteacher
	To ensure provision of free meals to those pupils meeting the criteria	x	x	x	✓	Headteacher
	To establish a data protection policy and review it at least every two years.	x	✓	x	✓	Headteacher
	Maintain a register of pupil attendance	x	x	x	✓	Headteacher
Information for parents	Adopt and review the home-school agreement	✓	✓	x		Full Governing Board
	Establish, publish and review a complaints procedure.	✓	✓	x	x	Full Governing Board
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	x	✓	Full Governing Board
		Level				In our school, this

Area	Function	1	2	3	4	responsibility is delegated to:
GB procedures	To draw up an instrument of government and any amendments thereafter	✓				Full Governing Board
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing Board	✓				Full Governing Board
	To appoint and dismiss the clerk	✓	✓	✗	✗	Full Governing Board
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓				Full Governing Board
	To set up a register of governors' business interests	✓	✓	✗		Full Governing Board
	To approve and set up a governors expenses scheme	✓	✓	✗	✗	Full Governing Board
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				Full Governing Board
	To regulate the GB procedures (where not set out in law)	✓				Full Governing Board
Federations	To consider forming a federation or joining an existing federation	✓				Full Governing Board
	To consider requests from other schools to join the federation	✓				Full Governing Board
	To leave a federation	✓				Full Governing Board
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	✓				Full Governing Board
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	✗	✓	Full Governing Board
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✓	✗	✓	Headteacher
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	✗	✓	Headteacher
	To establish an accessibility plan and review it every three years.	✓	✓	✗	✓	Full Governing Board
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	✗	✗	Full Governing Board