

Governing Body of BROADWOOD PRIMARY School

Appendix 7 Maintained Governing Body Delegation Planner 2016-2017

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. 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 body 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 body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

The highlighted levels in the planner indicates the decisions approved by the GB.

Level 1: Full governing body

Level 2: A committee of the governing body

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 body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

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

- The governing body 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 body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body 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	✓	✓			Finance Committee then approved by FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)					
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	✗	✗	Curriculum Committee agree and monitor action plans and spending – FGB review annually. Link governor to monitor.
	To monitor monthly expenditure	✓	✓	✗	✓	Finance Committee then report to FGB through minutes of Committee meeting
	To establish a charging and remissions policy	✓	✓	✗	✗	Finance Committee
	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	Finance Committee /Head in line with Scheme of Delegation
Staffing	Appoint selection panel for headteacher	✓				
	Appoint selection panel for deputy head	✓				
	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	Member of FGB to be on panel – Head to consult with Chair /Governors to appoint member.
	Ratify or reject decisions of appointed selection panels	✓				For Headteacher appointment, governor will represent FGB for leadership appointments
	Appoint other teachers	✗	✗	✗	✓	Headteacher
	Appoint non-teaching staff	✗	✗	✗	✓	Headteacher
	To put in place a pay policy	✓	✓	✗		Finance Committee then approved by FGB
	To make pay decisions in line with the pay policy and legal requirements ¹	✗	✓	✗	✓	Pay Committee- Where Pay Committee is a subset of the Finance Committee then report back to FGB
	Dismissal of headteacher	✗	✓	✗		Pay Committee

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	Initial dismissal of other staff	✗	✗	✗	✓	Headteacher
	Suspending head	✗	✓	✓		Pay Committee
	Suspending staff (except head)	✗	✗	✗	✓	Headteacher
	Ending suspension (head)	✓	✓	✓		Pay Committee
	Ending suspension (except head)	✓	✓	✓		Pay Committee
	Setting the overall staffing structure	✓	✓	✗	✗	Finance Committee then approved by FGB
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	✗		N/A
	Determining dismissal payments/ early retirement	✓	✓	✗	✗	Pay Committee
	To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	Headteacher Monitored by link Safeguarding governor
	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				FGB
Curriculum	Ensure National Curriculum (NC) taught to all pupils	✓	✓	✗	✓	FGB
	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)	✓	✓	✗	✗	Curriculum Committee then approved by FGB
	Establish and review a sex and relationships 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
	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	✗	✗	✗	✓	N/A

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓	✗	✓	Curriculum Committee
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Headteacher
Extra-curricular provision	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB
	To put into place the additional services provided	✗	✗	✗	✓	Headteacher
	To decide whether to stop providing additional activities	✓	✗	✗	✗	FGB
Performance management	To adopt and review teacher appraisal policy	✓	✓	✗		Finance Committee then approved by FGB
	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	✗		FGB
	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher
Discipline/ exclusions	To review 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)	✗	✓			Curriculum Committee
	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				FGB
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Headteacher
Admissions	To annually determine admission arrangements (VA and foundation schools)	✓	✓			Curriculum then approved by FGB
	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and	✓	✓			FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	foundation schools)					
	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	x	✓			Admissions Committee – Subset of Finance Committee
	To establish and publish an admissions appeal timetable (VA and foundation schools)	x	✓			Admissions Committee
	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	✓			Admissions Committee
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	x	x		FGB
Health & safety	To ensure a health and safety policy and procedures are in place	✓	✓	x		Finance then approved by FGB
	To ensure that health and safety regulations are followed	x	x	x	✓	Headteacher
School organisation	To publish proposals to change category of school	✓	✓	x	x	FGB
	To decide whether to convert to academy status ²	✓	x	x	x	FGB
	Propose to alter voluntary foundation or foundation special school	✓	x	x	x	FGB
	Propose to discontinue voluntary foundation or foundation special school	✓				FGB
	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		FGB
	To ensure that school lunch nutritional standards ³ are met	x	x	x	✓	Headteacher

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	x	✓	x	✓	Head then to Finance Committee for Approval
	Maintain a register of pupil attendance	x	x	x	✓	Headteacher
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	x	x	x	✓	Headteacher
Information for parents	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	x	✓	Curriculum committee (Implemented by Head)
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	x	x	Curriculum Committee with named link governor
	To establish, publish and review a complaints procedure	✓	✓	x	x	Finance Committee then approved by FGB
	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	x	✓	Finance Committee Then monitored by FGB
GB roles, procedures and development	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				FGB
	To draw up an instrument of government and any amendments thereafter	✓				FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	To appoint and dismiss the clerk to governors	✓	✓	x	x	FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	To appoint and remove co-opted governors	✓				FGB
	To appoint local authority governors	✓				FGB
	To set up and publish a register of governors' business and pecuniary interests	✓	✓	✗		FGB
	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				FGB
	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✗	✗	✗	✓	Headteacher
	To submit governor information to the DfE database of governors via Edubase	✗	✗	✗	✓	Headteacher
	To approve and set up a governors expenses scheme	✓	✓	✗	✗	FGB
	To consider whether or not to exercise delegation of functions to individuals or committees	✓				FGB
	To regulate the GB procedures (where not set out in law)	✓				FGB
	To agree governor induction and training programme	✓				FGB
	To review progress against strategic plan and evaluate governing body performance	✓				FGB
Formal Collaboration	To consider forming or joining a group of schools	✓				FGB
Academies	To consider approach and time scale to academy conversion	✓	✓			FGB
	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			FGB
Federations	To consider forming a federation or joining an existing federation	✓	✓			FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	Review of structure including any subsequent conversion to MAT status	✓				N/A
Inclusion and equality	To establish and review a special educational needs (SEN) policy	✓				FGB
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	✗	✓	Headteacher then approved by curriculum committee with link SEN governor
	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	✗	✗	✗	✓	Headteacher
	To appoint a designated teacher for looked-after children	✗	✗	✗	✓	Headteacher
	To establish an accessibility plan and review it every three years	✓	✓	✗	✓	Finance then approved by FGB
Safeguarding	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	✓				FGB
	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗		Curriculum then approved by FGB with named Governor

Notes

1. In some schools, particularly larger ones, it may be appropriate to delegate deciding pay discretions to the headteacher. However, in this case it is a good idea for the governing body to quality assure the decisions made, for example by spot checking a selection.
2. [Regulation 18](#) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permits the governing body to delegate any of its functions, subject to the restrictions listed in [Regulation 19](#). Academy conversion is not included on this list and the Academies Act 2010 explicitly restricts the functions of the discontinuance of schools provisions in the Education and Inspections Act 2006. Therefore legally the Regulations permit delegation of the decision to convert to an academy. However, it would be bad practice for any decision affecting the future of the school to be decided by anything other than the full governing body. Furthermore, it is unlikely that the Department for Education would accept an application to convert which had not been signed off by the full governing body.
3. Set out in the School Food Regulations which came into force on 1 January 2015.