

BLANK DELEGATION DECISION PLANNER

THIS PLANNER IS FOR THE GOVERNING BODY TO COMPLETE

PLEASE NOTE: WHILE THIS PLANNER LISTS SOME OF THE SAME TASKS AS AN EARLIER DECISION PLANNER, THE KEY IS DIFFERENT - PLEASE READ THE KEY CAREFULLY!

KEY

- Level 1: Decision to be taken by full governing body
- Level 2: Decision to be delegated to a committee of the governing body
- Level 3: Decision to be delegated to an individual governor
- Level 4: Decision to be delegated to head.
- Level 5: Headteacher day-to-day management

Column blank: Action could be undertaken at this level.

Column blocked off: Function cannot be legally carried out at this level.

Column with lighter shading - not recommended at this level.

For Clerk	Key Function	Tasks	Decision Level				
			1	2	3	4	5
			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Curriculum	To draft curriculum policy					
	Curriculum	To agree or reject curriculum policy					
	Curriculum	To implement curriculum policy					
	Curriculum	To monitor and review implementation of the curriculum policy					
	Curriculum	To ensure that the school meets for 380 sessions in a school year.					
	Curriculum	To set the times of school sessions and the dates of school terms and holidays (Foundation and VA schools only)					
	Curriculum	To ensure that the curriculum contributes to community cohesion					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Curriculum	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	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.					
	Curriculum	To monitor standards of teaching					
	Curriculum	To take responsibility for individual child's education					
	Curriculum	To make and keep up to date a written policy on Sex Education					
	Curriculum	To prohibit political indoctrination and ensuring the balanced treatment of political issues					
	Curriculum	To set and publish targets for pupil achievement					
	Curriculum	To review and amend curriculum policies					
	Curriculum	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO)					
	Curriculum	To review (amend) and monitor the school's SEN policy.					
	Curriculum	To discharge other duties in respect of pupils with special educational needs.					
	Curriculum	To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).					
	Curriculum	To ensure that the headteacher sends the Foundation Stage Profile assessments and Key Stage 1 teacher assessments results to the LA.					
	Curriculum	To monitor pupil achievement against set targets.					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Curriculum	To approve off-site visits and activities of up to 1 day					
	Curriculum	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.					
	Religious Education	To provide RE in line with school's basic curriculum. (Implementation)					
	Religious Education	To ensure provision of RE in line with school's basic curriculum. (Monitoring)					
	Religious Education	To decide RE syllabus (in Foundation, VA, VC schools ONLY)					
	Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					
	Collective Worship	To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB)					
	Collective Worship	To make arrangements for collective worship in schools without religious character (after consulting GB)					
	Collective Worship	To make arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)					
	Behaviour	To decide a discipline policy					
	Behaviour 6	Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.					
	Behaviour	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Behaviour	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)					
	Behaviour	To direct reinstatement of excluded pupils					
	Behaviour	To review the overall pattern and use of exclusions within the school.					
	Behaviour	To monitor and review pupil attendance					
	Behaviour	To set attendance targets					
	Behaviour	To decide whether parenting contracts should form part of the school's attendance policy					
	Behaviour	To implement parent contracts					
	Pupil Welfare	To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (unless responsibility retained by LA)					
	Pupil Welfare	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.					
	Pupil Welfare	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task					
	Pupil Welfare	To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority					
	Parents	To publish the School Prospectus					
	Parents	To draft text in School Profile					
	Parents	To approve and publish the School Profile annually					

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	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Parents	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community					
	Parents	To adopt and review home-school agreements					
	Parents	To ensure that school lunch nutritional standards are met.					
	Community	To consider matters relating to the role of the school in the community, including public relations.					
	Community	To ensure that the school contributes to community cohesion					
	Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)					
	Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)					
	Extended Schools	To decide to offer additional activities under extended schools provision – or to cease provision.					
	Extended Schools	To put into place additional services provided.					
	Extended Schools	To ensure delivery of services provided.					
	Finance	To prepare the first formal budget plan					
	Finance	To approve the first formal budget plan each financial year					
	Finance	To monitor monthly expenditure.					
	Finance	To receive & consider monitoring reports at least 3 times per year					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Finance	To approve the writing off of irrecoverable debts up to (£xxx) and the disposal of surplus and damaged equipment.					
	Finance	To enter into contracts (above set financial limit)					
	Finance	To enter into contracts (below set financial limit)					
	Finance	To approve/make payments according to approved system					
	Finance	To establish and review ordering and payment systems					
	Finance	To set a charging and remissions policy					
	Finance	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)					
	Finance	To approve transfer between budget headings (virement) within agreed limits of (£XXXX)					
	Finance	To receive, and where appropriate respond to reports from the Local Authority's auditors					
	Finance	To ensure that school fund is properly audited for presentation to the GB					
	Finance	To ensure that school meets Financial Management Standards (secondary schools by April 2007)					
	Finance	To plan and ensure that school meets Financial Management Standards (primary schools by April 2010)					
	Planning	To ensure that recommendations following OFSTED inspection are incorporated into the School Plan					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
		To prepare and review a strategy for school improvement on the following outcomes: <ul style="list-style-type: none"> Stay safe Be healthy Enjoy and achieve Achieve economic well-being Make a positive contribution 					
	Planning	To agree priorities for the School Plan					
	Planning	To approve School Plan					
	Planning	To monitor School Plan overall					
	Staffing	To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)					
	Staffing	To appoint Headteacher (on recommendation of selection panel)					
	Staffing	To appoint Deputy Head (on recommendation of selection panel)					
	Staffing	In VA and Foundation schools only to agree whether or not the Director of Children's Services/diocesan authority should have advisory rights					
	Staffing	To appoint other teachers					
	Staffing	To appoint teachers to leadership group (as defined by governors)					
	Staffing	To appoint non teaching staff outside the leadership group					
	Staffing	To draft/amend and review whole school pay policy					
	Staffing	To decide on recommendations relating to the pay of all members of staff.					
	Staffing	To implement disciplinary procedures					
	Staffing	To agree disciplinary/capability procedures NB Will usually be based on Local Authority models agreed with unions					

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	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					
	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Staffing	To dismiss headteacher (GB must act through Dismissal Committee)					
	Staffing	To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)					
	Staffing	To suspend head					
	Staffing	To suspend staff (except head)					
	Staffing	To end suspension (head)					
	Staffing	To end suspension (except head)					
	Staffing	To determine staff complement					
	Staffing	To approve applications for early retirement, secondment and leave of absence not covered by local agreements					
	Staffing	To establish and maintain a performance management policy					
	Staffing	To implement the performance management of staff					
	Staffing	To implement the performance management of head					
	Staffing	To draft and review a policy on absence management.					
	Staffing	To agree and monitor a training strategy for teachers, support staff and governors.					
	Premises	To obtain buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate					
	Premises	To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements					
	Premises	To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan					
	Premises	To review security of school premises and equipment.					

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	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Premises	To agree level of maintenance service the school will buy from service providers.					
	Premises	To research and be involved in drawing up an Accessibility Plan for the school					
	Premises	To recommend a hiring policy to the governing body and to oversee its implementation.					
	Premises	To approve hiring policy and charges					
	H & S	To establish a health & safety policy in VA and Foundation schools (in community and VC schools this would be the Local Authority).					
	H & S	To implement health and safety arrangements					
	H & S	To monitor health & safety arrangements					
	H & S	To ensure that suitable risk assessments are prepared and action taken to minimise risk.					
	H & S	To monitor accident book and agree appropriate action					
	Admissions Foundation and VA	To consult annually before setting an admissions policy					
	Admissions Foundation and VA	To implement Admissions Policy					
	Admissions Community and VC	To consult annually before setting an admissions policy					
	Admissions Community and VC	To implement Admissions Policy					
	Admissions Special Schools	To establish an admissions policy (where pupils do not have a statement) acting with the Local Authority.					

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	Curriculum	To consider any disapplication from National Curriculum for pupil(s)					
	Admissions Special Schools	To establish an admissions policy (where pupils have statements) – for Local Authority after consultation with the governing body.					
	Admissions All schools	To appeal against Local Authority directions to admit pupil(s)					
	Organisation	To draw up instrument of government and any amendments thereafter					
	Organisation	To agree proposals to change category of school					
	Organisation	Proposal to alter or discontinue voluntary foundation or foundation special school					
	Organisation	To consider forming, joining or leaving a federation					
	Organisation	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body					
	Organisation	To appoint and dismiss the clerk to the governors					
	Organisation	To appoint and remove community governors.					
	Organisation	To appoint and remove associate members					
	Organisation	To set up a Register of Governors' Business Interests					
	Organisation	To approve and set up an Expenses Scheme					
	Organisation	To consider whether or not to exercise delegation of functions to individuals or committees					
	Organisation	To regulate the GB procedures (where not set out in law) e.g. Standing Orders					
	Organisation	To establish and Review Committees annually					
	Organisation	Agree a policy and protocol for governor visits to the school					