

## HAYLANDS PRIMARY GOVERNING BODY DECISION PLANNER

**THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS**

### KEY

**Level 1:** Full Governing Body (FG)

**Level 2:** Committee

**Level 3:** 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			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan each financial year according to SFVS requirements Q8, 9, 10, 11	FG			
	2	To monitor expenditure reports at least 3 times per year, to comply with SFVS requirements Q4	FG			
	3	To establish a charging and remissions policy	FG			
	4	Miscellaneous financial decisions according to SFVS requirements Q2	FG			
	5	To ensure compliance with SFVS requirements	FG			
	6	To approve contracts up to a value of £25000	FG			
	7	To approve budget expenditure up to £10000				HT
	8	To make virements up to £10000				HT
	9	To approve virements over £10000 up to £25000	FG			
	10	To approve contracts and virements over £25,000	FG			
<b>Staffing</b>	11	Headteacher appointments (selection panel)	FG			
	12	Deputy appointments (selection panel)	FG			
	13	To establish a Staffing Structure in accordance with SFVS requirements Q7				HT
	14	To approve a Staffing Structure and complement in accordance with SFVS requirements Q7	FG			
	15	Appoint Teachers and non-teaching staff				HT
	16	Agree a pay policy in accordance with SFVS requirements	FG			
	17	Pay discretions	FG			
	18	To Establish disciplinary/capability procedures	FG			
	19	Dismissal of headteacher	FG			
	20	Dismissal of other staff	FG			
	21	Suspending head	FG			
	22	Suspending staff (except head)				HT
	23	Ending suspension (head)	FG			

	24	Ending suspension (except head)	FG			
	25	Determining dismissal payments/ early retirement	FG			
<b>Curriculum</b>	26	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	FG			
	27	To establish a curriculum policy				HT
	28	To implement curriculum policy				HT
	29	To agree or reject and monitor curriculum policy	FG			
	30	Responsible for standards of teaching	FG			
	31	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)	FG			
	32	Monitor pupil progress - including SEN, LACES, G&T and other children identified as 'vulnerable'	FG			
	33	Provision of sex education – to establish and keep up to date a written policy	FG			
	34	To prohibit political indoctrination and ensuring the balanced treatment of political issues	FG			
	35	To establish a charging and remissions policy for activities (non NC based)	FG			
	<b>Performance Management</b>	36	To formulate a performance management policy			
37		To establish a performance management policy	FG			
38		To implement the performance management policy				HT
39		To review annually the performance management policy	FG			
<b>Target Setting</b>	40	To set and publish targets for pupil achievement, and attendance	FG			
<b>Discipline/ Exclusions</b>	41	To establish a discipline policy	FG			
	42	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)		DIS		
	43	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		DIS		
<b>Admissions</b>		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)	NA			
<b>Religious Education</b>	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	FG			
	45	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	FG			
	46	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)	FG			
<b>Collective Worship</b>	47	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting				HT

		GB)				
	48	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				HT
	49	Arrangements for collective worship (schools without religious character (after consulting GB)				HT
<b>Premises &amp; Insurance</b>	50	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision) – in accordance with SFVS requirements Q23	FG			
	51	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision) – in accordance with SFVS requirements Q23	FG			
	52	Procuring and maintaining buildings, including developing properly funded maintenance plan	FG			
<b>Health &amp; Safety</b>	53	To institute a health and safety policy (in community and VC schools this would be the LA)	FG			
	54	To ensure that health and safety regulations are followed	FG			
<b>School Organisation</b>	55	To publish proposals to change category of school	FG			
	56	To ensure that the school meets for 380 sessions in a school year	FG			
	57	To ensure that school lunch nutritional standards are met where provided by the governing body.	FG			
<b>Information for Parents</b>	58	To prepare and publish the school prospectus	FG			
	59	To ensure provision of free school meals to those pupils meeting the criteria	FG			
	60	Adoption and review of home-school agreements	FG			
<b>GB Procedures</b>	61	To draw up instrument of government and any amendments thereafter	FG			
	62	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	FG			
	63	To appoint and dismiss the clerk to the governors	FG			
	64	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	FG			
	65	To appoint and remove community or sponsor governors.	FG			
	66	To set up a Register of Governors' Business Interests in accordance with SFVS requirements Q5	FG			
	67	To approve and set up a Governors Expenses Scheme	FG			
	68	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	FG			
	69	To consider whether or not to exercise delegation of functions to individuals or committees in line with SFVS	FG			

		requirements Q3				
	70	To regulate the GB procedures (where not set out in law)	FG			
<b>Federations</b>	71	To consider forming a federation or joining an existing federation	FG			
	72	To consider requests from other schools to join the federation	FG			
	73	To leave a federation	FG			
<b>Extended Schools</b>	74	To decide to offer additional activities and to what form these should take	FG			
	75	To put into place the additional services provided	FG			
	76	To ensure delivery of services provided	FG			
	87*	To cease providing extended school provision	FG			

\*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

Signed: Simon Richards  
Chair of Governors

Date: 21<sup>st</sup> September 2023

Date of next review: September 2024