



## CALDEW SCHOOL

### GOVERNING BODY DECISION PLANNER

*Reviewed under the full Governing Body*

*Reviewed annually*

*Adopted: Jan 2017*

*Next review: Jan 2018*

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

##### **KEY**

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: Headteacher within a policy framework set by the governing body

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	Tasks	Decision Level			
		1	2	3	4
<b>FULL GOVERNING BODY</b>					
<b>School Organisation</b>	To publish proposals to change category of school	✓			
	Proposal to alter or discontinue voluntary foundation or foundation special school	✓			
	To set the times of school sessions and the dates of school terms and holidays	✓			
	To ensure that the school meets for 380 sessions in a school year				✓
	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
<b>Information for Parents</b>	To prepare and publish the school prospectus				✓
	To prepare and publish the school profile				✓
	To ensure provision of free school meals to those students meeting the criteria				✓
	Adoption and review of home-school agreements		✓		

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	1	2	3	4
<b>Governing Body Procedures</b>	To draw up instrument of government and any amendments thereafter	✓			
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	To appoint and dismiss the clerk to the governors	✓			
	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	✓			
	To appoint and remove community or sponsor governors.	✓			
	To set up a Register of Governors' Business Interests	✓			
	To approve and set up a Governors Expenses Scheme	✓			
	To discharge duties in respect of students with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	To regulate the GB procedures (where not set out in law)	✓			
<b>Federations</b>	To consider forming a federation or joining an existing federation	✓			
	To consider requests from other schools to join the federation	✓			
	To leave a federation	✓			
<b>Admissions</b>	To consult annually before setting an admissions policy		✓		
	Admissions: application decisions		✓		

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<b>CURRICULUM &amp; PUPIL WELFARE</b>					
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all students and to consider any disapplication for student(s)				✓
	To establish a curriculum policy				✓
	To implement curriculum policy				✓
	To agree or reject and monitor curriculum policy		✓		
	Responsible for standards of teaching				✓
	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)		✓		
	Responsibility for individual child's education				✓
	Provision of sex education – to establish and keep up to date a written policy		✓		
	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	To establish a charging and remissions policy for activities (non NC based)		✓		
<b>Target Setting</b>	To set and publish targets for student achievement		✓		
<b>Discipline &amp; Exclusions</b>	To establish a discipline policy		✓		
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student 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)		✓		
	To direct reinstatement of excluded students (Can be delegated to chair/vice-chair in cases of urgency)		✓		

Key Function	Tasks	Decision Level			
		1	2	3	4
<b>Religious Education</b>	Responsibility for ensuring provision of RE in line with school's basic curriculum (NB this must fall into line with locally agreed syllabus)				✓
	Decision to revert to previous RE syllabus				✓
	Decision to provide RE in line with locally agreed syllabus				✓
<b>Collective Worship</b>	In all maintained schools to ensure that all students take part in a daily act of collective worship (after consulting GB)				✓
	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓
<b>Extended Schools</b>	To decide to offer additional activities and to what form these should take *	✓			
	To put into place the additional services provided				✓
	To ensure delivery of services provided				✓
	To cease providing extended school provision *	✓			
* 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.					
<b>FINANCE &amp; GENERAL PURPOSE</b>					
<b>Insurance</b>	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate		✓		
<b>Budgets</b>	To approve the first formal budget plan each financial year	✓			
	To monitor monthly expenditure.				✓
	To establish a charging and remissions policy		✓		
	Miscellaneous financial decisions			✓	
	To enter into contracts (GB will agree financial limits)			✓	
	To make payments				✓

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<b>PREMISES</b>					
<b>Premises</b>	Developing school premises strategy		✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓		
<b>Health &amp; Safety</b>	To institute a health and safety policy	✓			
	To ensure that health and safety regulations are followed				✓
<b>STAFFING</b>					
<b>Appointments, Suspensions &amp; Dismissals</b>	Headteacher appointments (selection panel)	✓			
	Deputy appointments (selection panel)	✓			
	Appoint other teachers			✓	
	Appoint non teaching staff			✓	
	Agree a pay policy		✓		
	Pay discretions		✓		
	Establishing disciplinary/capability procedures		✓		
	Dismissal of headteacher		✓		
	Dismissal of other staff		✓		
*Chair or Vice-chair of FGB acting as an individual on behalf of FGB	Suspending head			✓*	
	Suspending staff (except head)			✓	
	Ending suspension (head)		✓		
	Ending suspension (except head)		✓		
	Determining staff complement		✓		
	Determining dismissal payments/ early retirement		✓		
<b>Performance Management</b>	To formulate and establish a performance management policy		✓		
	To establish a performance management policy		✓		
	To implement the performance management policy			✓	
	To review annually the performance management policy		✓		