



CALDEW SCHOOL

GOVERNING BODY DECISION PLANNER

Reviewed under the full Governing Body

Reviewed annually

Adopted: September 2019

Next review: September 2020

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.

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	1	2	3	4
FULL GOVERNING BODY					
School Organisation	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.				✓
	To decide on school uniform rules	/			
	To appoint the Headteacher	/			
Information for Parents	To prepare and publish the school prospectus				✓
	To ensure school website publishes required information				✓
	To ensure provision of free school meals to those students meeting the criteria				✓

	Adoption and review of home-school agreements		✓		
Information Sharing	To ensure procedures are in place to keep Governance details on Edubase up to date				/
	To ensure procedures are in place so school performance detail are sent to DFE				/
Governing Body Procedures	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)	✓			
Collaboration	To consider forming a federation and joining an existing federation	✓			
	To consider requests from other schools to join the federation	✓			
	To leave a federation	✓			
Admissions	To consult annually before setting an admissions policy (including Sixth Form)		✓		
	Admissions: application decisions and appeals procedures		✓		
	To set the schools Published Admissions Number	/			
Equality	To ensure the schools	/			

	complies with the Equalities Act 2010 and agree the schools Equality statement				
	To ensure the public sector duties and specific education section (part 4) for pupils of the Equalities Act 2010 are followed	/			
Complaints	To ensure procedures are in place to enable complaints against the school to be made and dealt with	/			
	To agree the schools Whistleblowing policy	/			

<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
Performance Management Committee					
	To set Headteachers appraisal objectives		/		
	To review Headteachers appraisal objectives		/		
	To make recommendations about Headteachers pay progression		/		
	Pay review for teachers		/		

<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
Staff Disciplinary					
	To hear and make decisions on staff disciplinary cases		/		
	To ensure referrals are made where appropriate to NCTL/DBS				/

<i>Key Function</i>	<i>Tasks</i>	<i>Decision Level</i>			
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
FINANCE					
Insurance	Ensure the academy has adequate insurance cover and that insurers have been informed of any potential risks.		✓		
Budgets	To approve the first formal balanced budget plan each financial year	✓			
	To monitor monthly expenditure.				✓
	To establish a charging and remissions policy that complies with the law		✓		
	Miscellaneous financial			✓	

	decisions				
	To enter into contracts (GB will agree financial limits)			✓	
	To make payments				✓
Funding	Oversight of the different funding streams		/		
	Oversight of CIF bids and funding		/		
Community	Charging policy for community use		✓		
	Developing school premises strategy including community use		✓		

<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
STUDENT WELFARE AND GUIDANCE					
Safeguarding	Ensure there is a school policy on child protection and safeguarding and effective procedures are in place		/		
	Ensure a designated safeguarding lead is appointed				/
	Ensure procedures are in place to keep students safe on line in and out of school		/		
	Ensure procedures are in place to deal with allegation made by children against staff and other children		/		
	Ensure the school carries out its Prevent Duty		/		
Wellbeing	Ensure a designated teacher for CLA is appointed				/
	Establish and keep up to date a written policy on student welfare		/		
Admissions	Ensure the school policy is fair, transparent and complies with the School Admission Code		/		
Attendance	Review attendance register in accordance to regulation 66		/		
Guidance	Provision of careers guidance that follows statutory requirements and is impartial		/		
Reports	Ensure parents receive a written report on their child's progress that complies with legislation				/
Discipline & Exclusions	To establish a discipline policy		/		
	Ensure a Home School agreement is in place				/
	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)		/		
Pupil Voice	Ensure the views of students are listened to at all levels and consideration made in decision making		/		
Health and Safety of students off site	Ensure guidance on pupil health and safety is followed on approved offsite activities		/		
Equality	To ensure the public sector duties and specific education section (part 4) for pupils of the Equalities Act 2010 are followed	/			
SEND	To ensure legal duties of the school are followed for SEND students in accordance with the Children and Families Act 2014 and statutory guidance.				✓
	To take such steps as it is reasonable to have to take to avoid the substantial disadvantage to a disabled person.		✓		
	Responsibility of one committee member with oversight of the school's arrangements for SEND.		✓		
	Ensure there is a qualified teacher designated as a SENCO for the school.		✓		
	Monitor the effectiveness of the way the responsibilities of the SENCO are carried out in accordance with the Code of Practice.		✓		

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
Standards and Progress					
Progress	Ensure the school monitors its performance including attainment (pupil results) and achievement (pupil progress).		✓		
	Monitor the progress of students in all departments.		✓		
	Monitor the progress of all groups of students including PP and SEND.		✓		

	Ensure the targeted use of PP funding and to review and monitor the impact on outcomes for students.		✓		
	Ensure that Year 7 catch-up premium funding is being spent on improving attainment for eligible students.		✓		
	Ensure the school reports to parents on their child's achievements and general progress, including how their child can improve.		✓		
Standards	Ensure the school sets challenging yet achievable targets for all students.		✓		
	Monitor the effectiveness of departments across the school.		✓		
Curriculum	Ensure that the curriculum taught to all students is broad and balanced.	✓			
	Responsibility for individual student's education.				✓
Teaching and Learning	Review the school's Teaching and Learning Policy annually and ensure it is "Fit For Purpose".		✓		
	Responsibility for the standards of teaching, learning and assessment in the school.		✓		
	Ensure relevant assessment arrangements are implemented with regards to the statutory assessment system.		✓		
16-19 Study Programmes	Ensure 16-19 study programmes have been approved by the DfE.				✓
	Ensure students who have not achieved GCSE grade 9-1 in Maths and/or English work towards the achievement of these qualifications.				✓
	Ensure work experience and other non-qualification activities are provided.		✓		
Cultural Education	Promote the cultural development of students through SMSC development, including British Values				✓
Sex and Relationship Education	Provision of sex education to all students with regards to statutory guidance.		✓		
Religious Education	Responsibility for ensuring provision of RE is in line with statutory requirements.		✓		
Pupil Voice	To ensure the school		✓		

	considers the views of students and involves them in decision making.				
--	---	--	--	--	--

		<i>Decision Level</i>			
<i>Key Function</i>	<i>Tasks</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
RESOURCES					
Premises	Developing school premises strategy including community use		✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓		
Health & Safety	To institute a health and safety policy	✓			
	To ensure that health and safety regulations are followed				✓
	To review that effective measures are in place to ensure the school site is secure		✓		
	To review that the annual risk assessment is carried out with regard to fire safety		✓		
Information Sharing	To ensure procedures are in place so that Freedom of Information requests are complied with				✓
	To ensure that school policy is in place for data Protection to comply with current laws and guidance				✓
Appointments, Suspensions & Dismissals	Headteacher appointments (selection panel)	✓			
	Deputy appointments (selection panel)	✓			
	Appoint other teachers			✓	
	Appoint non teaching staff			✓	
	To ensure Safer Recruitment procedures are followed		✓		
	To ensure pre-employment checks are carried out including those relating to Keeping Children Safe in Education				✓
	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		✓		
Appraisal	To formulate and establish an appraisal policy		✓		
	To implement the appraisal policy			✓	
	To review annually the appraisal policy		✓		
Complaints	To agree the schools Disciplinary, Capability and Grievance policies		✓		
NQTs	To ensure the NQT induction programme is in place that complies with statutory guidance		✓		