

CLIFTON PRIMARY SCHOOL

GOVERNING BODY DECISION PLANNER (DFE Model)

The governing body has spread its workload by setting up working parties and delegating tasks to these groups and where appropriate, to individuals. The governing body is accountable in law for all major decisions about the school and its future. This does not mean the governing body carries out the work itself, but it has a duty ensure the school and the governing body meet their statutory duties. The governing body will make use of any national and locally drafted template policies and duly amend them to meet the needs of the school.

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

KEY

- Level 1: Full governing body
- Level 2: A committee of the governing body
- Level 3: An individual governor
- Level 4: Head teacher.

Column blank: Action could be undertaken by this level
Column blocked off: Function cannot be legally carried out at this level.

Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Whole Governing Body

Working Party - Curriculum, Standards, Target Setting, HT's Performance Management

- Mr Ibrar Ul-Haq
- Mr Michael Harding
- Mrs Anne Bowyer
- Mrs Jackie Elliott

Working Party - Ethos, Pastoral, Welfare and Safeguarding, Discipline & Exclusions

- Mr Michael Harding
- Mr Andrew Walker
- Mr Jason Rawlinson

Working Party - Finance, Staffing, H&S, Building and Premises

- Mr Michael Harding
- Mrs Anne Bowyer
- Mrs Jackie Elliott

			Decision Level			
Key	No	Tasks	1	2	3	4

Function						
Budgets	1	To approve the first formal budget plan each financial year	x			
	2	To monitor monthly expenditure.				x
	3	To establish a charging and remissions policy				x
	4	Miscellaneous financial decisions				x
	5	To enter into contracts (See financial delegations)				x
	6	To make payments				x
Staffing	7	Head teacher appointments (selection panel)	x			
	8	Deputy appointments (selection panel)	x			
	9	Appoint other teachers			x	
	10	Appoint non teaching staff				x

	11	Agree a pay policy		x		
	12	Pay discretions		x		
	13	Establishing disciplinary/capability procedures	x			
	14	Dismissal of head teacher	x			
	15	Dismissal of other staff	x			
	16	Suspending head	x			
	17	Suspending staff (except head)		x		
	18	Ending suspension (head)		x		
	19	Ending suspension (except head)		x		
	20	Determining staff complement			x	
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights				
	22	Determining dismissal payments/early retirement		x		
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				x
	24	To establish a curriculum policy				x
	25	To implement curriculum policy				x
	26	To agree or reject and monitor curriculum policy		x		
	27	Responsible for standards of teaching				x
	28	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)				x
	29	Responsibility for individual child's education				x
	30	Provision of sex education – to establish and keep up to date a written policy.				x
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues				x
	32	To establish a charging and remissions policy for activities (non NC based)				x
Performance management	33	To formulate a preference management policy				x
	34	To establish a performance management policy		x		

	35	To implement the performance management policy				x
	36	To review annually the performance management policy		x		
Target Setting	37	To set and publish targets for pupil achievement	x			

Discipline/ Exclusions	38	To establish a discipline policy	x			
	39	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)		x		
	40	To direct reinstatement of excluded pupils. (Can be delegated to chair/vice-chair in cases of urgency).		x		
Admissions	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)				
	46	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		
Religious Education	47	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				x
Collective Worship	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				x
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to dis-apply (after consulting GB)				x

	53	Arrangements for collective worship (schools without religious character, after consulting GB)				x
Premises & Insurance	55	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 school should be involved in the decision)	x			
	56	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)	x			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan		x		
Health & Safety	58	To institute a health and safety policy (in community and VC schools this would be the LA)	x			
	59	To ensure that health and safety regulations are followed		x		
School Organisation	60	To publish proposals to change category of school	x			
	61	Proposal to alter or discontinue voluntary foundation or foundation special school	x			

	63	To ensure that school meets for 380 sessions in a school year	x			
Information for Parents	65	To prepare and publish the school prospectus				x
	66	To prepare and publish the school profile				x
	67	To ensure provision of free school meals to those pupils meeting the criteria				x
	68	Adoption and review of home-school agreements		x		
GB Procedures	69	To draw up instrument of government and amendments thereafter	x			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	x			

	71	To appoint and dismiss the clerk to the governors	x			
	72	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	x			
	73	To appoint and remove community or sponsor governors	x			
	74	To set up a Register of Governors' Business Interests	x			
	75	To approve and set up a Governors Expenses Scheme	x			
	76	To discharge duties in respect of pupils with special needs by appointing a 'responsible person' in community, voluntary and Foundation Schools	x			
	77	To consider whether or not to exercise delegation of functions to individuals or committees	x			
	78	To regulate the GB procedures (where not set out in law)	x			
Federations	79	To consider forming a federation or joining an existing federation	x			
	80	To consider requests from other schools to join the federation	x			
	81	To leave a federation	x			
Extended Schools	82*	To decide to offer additional activities and to what form these should take	x			
	83	To put into place the additional services provided	x			
	84	To ensure delivery of services provided	x			
	85*	To cease providing extended school provision	x			

*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.