

GOVERNING BODY DECISION PLANNER (DFE Model)

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

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: 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

| Key Function | No | Tasks | Decision Level | | | |
|-----------------|----|---|----------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Budgets | 1 | To approve the first formal budget plan each financial year | | | | |
| | 2 | To monitor monthly expenditure. | | | | |
| | 3 | To establish a charging and remissions policy | | | | |
| | 4 | Miscellaneous financial decisions | | | | |
| | 5 | To enter into contracts (GB may wish to agree financial limits) | | | | |
| | 6 | To make payments | | | | |
| Staffing | 7 | Head teacher appointments (selection panel) | | | | |
| | 8 | Deputy appointments (selection panel) | | | | |
| | 9 | Appoint other teachers | | | | |
| | 10 | Appoint non teaching staff | | | | |

| | | | | | | | |
|-------------------------------|----|--|--|--|--|--|--|
| | 11 | Agree a pay policy | | | | | |
| | 12 | Pay discretions | | | | | |
| | 13 | Establishing disciplinary/capability procedures | | | | | |
| | 14 | Dismissal of head teacher | | | | | |
| | 15 | Dismissal of other staff | | | | | |
| | 16 | Suspending head | | | | | |
| | 17 | Suspending staff (except head) | | | | | |
| | 18 | Ending suspension (head) | | | | | |
| | 19 | Ending suspension (except head) | | | | | |
| | 20 | Determining staff complement | | | | | |
| | 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 | | | | | |
| Curriculum | 23 | Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s) | | | | | |
| | 24 | To establish a curriculum policy | | | | | |
| | 25 | To implement curriculum policy | | | | | |
| | 26 | To agree or reject and monitor curriculum policy | | | | | |
| | 27 | Responsible for standards of teaching | | | | | |
| | 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) | | | | | |
| | 29 | Responsibility for individual child's education | | | | | |
| | 30 | Provision of sex education – to establish and keep up to date a written policy | | | | | |
| | 31 | To prohibit political indoctrination and ensuring the balanced treatment of political issues | | | | | |
| | 32 | To establish a charging and remissions policy for activities (non NC based) | | | | | |
| Performance Management | 33 | To formulate a performance management policy | | | | | |
| | 34 | To establish a performance management policy | | | | | |
| | 35 | To implement the performance management policy | | | | | |
| | 36 | To review annually the performance management policy | | | | | |
| Target Setting | 37 | To set and publish targets for pupil achievement | | | | | |

| | | | | | | |
|------------------------------|----|---|--|--|--|--|
| Discipline/Exclusions | 38 | To establish a discipline policy | | | | |
| | 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) | | | | |
| | 40 | To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency) | | | | |
| 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) | | | | |
| | 42 | To consult annually before setting an admissions policy (VA and Foundation schools) | | | | |
| | 43 | To establish an admissions policy (special schools where pupils do not have a statement) acting with LA | | | | |
| | 44 | Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body) | | | | |
| | 45 | Admissions: application decisions (VA, Foundation and special schools) | | | | |
| | 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) | | | | |
| 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 | | | | |
| | 48 | Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character) | | | | |
| | 49 | Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents) | | | | |
| | 50 | 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) | | | | |
| Collective Worship | 51 | In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB) | | | | |
| | 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) | | | | |
| | 53 | Arrangements for collective worship (schools without religious character (after consulting GB) | | | | |
| | 54 | Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head) | | | | |
| 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 should be involved in this decision) | | | | |
| | 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) | | | | |
| | 57 | Procuring and maintaining buildings, including developing properly funded maintenance plan | | | | |
| Health & Safety | 58 | To institute a health and safety policy (in community and VC schools this would be the LA) | | | | |
| | 59 | To ensure that health and safety regulations are followed | | | | |
| School Organisation | 60 | To publish proposals to change category of school | | | | |
| | 61 | Proposal to alter or discontinue voluntary foundation or foundation special school | | | | |
| | 62 | To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA | | | | |
| | 63 | To ensure that the school meets for 380 sessions in a school year | | | | |
| | 64 | To ensure that school lunch nutritional standards are met where provided by the governing body. | | | | |
| Information For Parents | 65 | To prepare and publish the school prospectus | | | | |
| | 66 | To prepare and publish the school profile | | | | |
| | 67 | To ensure provision of free school meals to those pupils meeting the criteria | | | | |
| | 68 | Adoption and review of home-school agreements | | | | |
| GB Procedures | 69 | To draw up instrument of government and any amendments thereafter | | | | |
| | 70 | To appoint (and remove) the chair and vice-chair of a permanent or a | | | | |

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