

# Thorndown Primary School

## Delegation Decision Planner

**THIS PLANNER IS FOR THE GOVERNING BODY TO COMPLETE**

### Key to the column shading

Column blank: Action **could** be undertaken at this level.

Column blocked off: Function **cannot** be legally carried out at this level.

Column with lighter shading - **not recommended** at this level if the governing body wants to focus on the important strategic decisions.

Tick the decision where the working group particularly wants the full governing body to discuss the recommendation.

F&P = Finance & Premises & Health & Safety Committee/

L = Learning & Development Committee/ P = Personnel Committee

SSG = Special Sub Group

For Clerk	Key Function	Tasks	Decision Level				
			1	2	3	4	5
			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					X
		To consider any disapplication from National Curriculum for pupil(s)					X
L		To draft curriculum policy		X		X	
L		To agree or reject curriculum policy		X			
		To implement curriculum policy					X
L		To monitor, evaluate and review implementation of the curriculum policy		X			
		To ensure that the school meets for 380 sessions in a school year.				X	
		To set the times of school sessions and the dates of school terms and holidays ( <i>Foundation and VA schools only</i> )					
		Ensure that the curriculum contributes to community cohesion					X
		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	
		To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.					

For Clerk	Key Function	Tasks	Decision Level				
			1 Full Gov Body	2 Committee	3 Individual Governor	4 Delegate to Headteacher	5 Headteacher Day-to-day
L		To consider the outcomes of Governor visits		X			
L		To establish processes for tracking pupils and their performance data, and to measure the impact of pupil premium		X			
		To monitor standards of teaching					X
		To take responsibility for individual child's education					X
L		To make and keep up to date a written policy on Sex Education		X			
		To prohibit political indoctrination and ensuring the balanced treatment of political issues					X
		<del>SECONDARY SCHOOLS ONLY</del> To ensure that the school provides careers information in an impartial manner and focus on the best interests of the child.					
L		To set and publish targets for pupil achievement by 31 <sup>st</sup> December		X			
		To review and amend curriculum policies				X	
L		To ensure that the school appoints and trains a Special Educational Needs Coordinator (SENCO)		X			
L		To review (amend) and monitor the school's SEN policy.		X			
		To discharge other duties in respect of pupils with special educational needs.					X
L P		To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality, disability discrimination, religion, sexuality, age).		X			
		To ensure that the school has appointed a designated teacher to support achievement of looked after children.				X	
		To ensure that the headteacher sends the Foundation Stage Profile assessments and Key Stage 1 teacher assessments results to the LA.				X	
		To monitor pupil achievement against set targets.					X
		<del>SECONDARY ONLY</del> To decide that pupils attend instruction and training outside school premises for the purposes of: ○ curriculum delivery ○ improving behaviour					
		<del>SECONDARY ONLY</del> Decision of which pupils it is appropriate to attend instruction and training outside school premises					

			Decision Level				
For Clerk	Key Function	Tasks	1	2	3	4	5
			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
		To approve off-site visits and activities of up to 1 day					X
		To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.					X
	<b>Religious Education</b>	To provide RE in line with school's basic curriculum. (Implementation)				X	
L		To ensure provision of RE in line with school's basic curriculum. (Monitoring)		X			
		<del>To decide RE syllabus (in Foundation, VA, VC schools ONLY)</del>					
	<b>Collective Worship</b>	In all maintained schools to provide a daily act of collective worship (after consulting GB)				X	
		To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB)				X	
		To make arrangements for collective worship in schools without religious character (after consulting GB)				X	
		<del>To make arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)</del>					
	<b>Pupil voice</b>	To plan and coordinate strategies to collect and consider pupil views				X	
L	<b>Pupil Behaviour</b>	To decide a discipline and behaviour policy		X			
L		<del>To consider use of penalty notices</del>					
		Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.					X
		To decide that it is appropriate for a particular pupil to receive educational provision off-site intended to improve behaviour (for eg attending anger management).				X	
		To arrange for requested pupil(s) to be directed off-site in order for them to receive educational provision which is intended to improve their behaviour.				X	
		To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					X
SSG		To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)			X		
L	To direct reinstatement of excluded pupils			X			

			Decision Level				
For Clerk	Key Function	Tasks	1	2	3	4	5
			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	L	To review the overall pattern and use of exclusions within the school.	X				
		To monitor and review pupil attendance				X	
		To set attendance targets		X			
		To decide whether parenting contracts should form part of the school's attendance policy	X				
		To implement parent contracts					X
	Pupil Welfare	<del>To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (Unless responsibility retained by LA)</del>					
		To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.					X
		To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task	X				
		To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority	X				
	Parents	<del>To publish the School Prospectus</del>					
		<del>To draft text in School Profile</del>					
		<del>To approve and publish the School Profile annually</del>					
		To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community	X				
		<del>To adopt and review home school agreements</del>		X			
		To ensure that the school has an effective complaints policy	X				
		To hear complaints			X	X	
		To ensure that parents are provided with a Privacy Notice (formerly called Fair Processing Notice) explaining how the school will use information provided by parents. Model privacy notice on DCSF website					X
		To publish a Freedom of Information Scheme				X	
		To respond to Freedom of Information requests					X
		To ensure that school lunch nutritional standards are met					X

	<b>Community</b>	To consider matters relating to the role of the school in the community, including public relations	X				X
		To ensure that the school contributes to community cohesion				X	
L	<b>Extended Schools</b>	To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)		X		X	
P F&P		To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)		X		X	
		To decide to offer additional activities under extended schools provision – or to cease provision	X				
		To put into place additional services provided					X
		To ensure delivery of services provided				X	
F&P		<b>Finance</b>	To prepare the first formal budget plan having regard to Best Value principles		X		X
F&P	To approve the first formal budget plan each financial year			X			
F&P	To monitor monthly expenditure					X	
F&P	To receive & consider monitoring reports at least 3 times per year			X			
F&P	To approve the writing off of irrecoverable debts up to (£300) and the disposal of surplus and damaged equipment			X			
F&P	To enter into contracts (above set financial limit)			X			
	To enter into contracts (below set financial limit)						X
	To approve/make payments according to approved system						X
F&P	To establish and review ordering and payment systems			X			
F&P	To set a charging and remissions policy			X			
	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)						X
	To approve transfer between budget headings (virement) of up to £10,000					X	
F&P	To approve transfer between budget headings (virement) of over £10,000.			X			
F&P	To receive, and where appropriate respond to reports from the Local Authority's auditors			X			X
	To ensure that school fund is properly audited for presentation to the GB						X
F&P	To ensure that school meets Financial Management Standards			X			
L	<b>Planning</b>		To agree schedule for school self-evaluation		X		
		To collect, analyse and present data to inform school self-evaluation				X	

For Clerk	Key Function	Tasks	Decision Level					
			1 Full Gov Body	2 Committee	3 Individual Governor	4 Delegate to Headteacher	5 Headteacher Day-to-day	
L		To consider evidence and agree judgements for school self-evaluation		X				
		To publish Ofsted report following inspection	X					
		To ensure that recommendations following Ofsted inspection are incorporated into the School Plan	X					
		<del>To prepare and review a strategy for school improvement on the following outcomes: Stay safe Be healthy Enjoy and achieve Achieve economic well being Make a positive contribution</del>						
		To agree priorities for the School Plan	X					
		To prepare draft SDP on agreed priorities				X		
		To approve School Plan	X					
		To monitor School Plan overall	X					
P		Staffing	To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)		X			
			To appoint Headteacher (on recommendation of selection panel)	X				
	To appoint Deputy Head (on recommendation of selection panel)		X					
	<del>In VA and Foundation schools only to agree whether or not the Director of Children's Services/diocesan authority should have advisory rights</del>							
	To appoint other teachers					X		
P	To appoint teachers to leadership group (as defined by governors)			X		X		
	To appoint non teaching staff outside the leadership group					X		
P	To ensure that at least one person on the selection panel for head or deputy post has completed Safer Recruitment training			X				
P	To ensure that at least one person on every selection panel for all posts has completed Safer Recruitment training			X		X		
	To ensure that all staff have necessary checks and are on a fully completed Single Central Register						X	
P	To monitor that the staff safeguarding checks are complete and up-to-date		X					

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		To ensure that qualifying volunteers (including appointed or re-appointed governors from November 2010) have DBS enhanced disclosure and ISA registration.					X
P		To draft/amend and review whole school pay policy		X			
P		To decide on recommendations relating to the pay of all members of staff.		X			
		To implement disciplinary procedures					X
		To agree disciplinary/capability procedures NB Will usually be based on Local Authority models agreed with unions				X	
P		To dismiss headteacher (GB must act through Dismissal Committee)		X			
		To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)				X	
		To suspend head			X		
		To suspend staff (except head)					X
P		To end suspension (head)		X			
P		To end suspension (except head)		X			
P		To determine staff complement		X			
P		To approve applications for early retirement, secondment and leave of absence not covered by local agreements		X			
P		To establish and annually review a performance management policy		X			
		To implement the performance management of staff					X
P		To implement the performance management of head considering advice of the School Improvement Partner (SIP)		X			
P		To draft and review a policy on absence management.				X	
		To agree and monitor a training strategy for teachers, support staff and governors.					X
F&P	Premises	To obtain buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate		X			
		To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements				X	
P F&P		To agree and procure a maintenance strategy for new buildings including developing a properly funded maintenance plan		X			
		To review security of school premises and equipment.					X

			Decision Level				
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			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
		To agree level of maintenance service the school will buy from service providers.					X
		To research and be involved in drawing up an Accessibility Plan for the school					X
		To recommend a hiring policy to the governing body and to oversee its implementation.					X
F&P		To approve hiring policy and charges		X			
	<b>Health &amp; Safety</b>	<del>To establish a health &amp; safety policy in VA and Foundation schools (in community and VC schools this would be the Local Authority).</del>					
		To implement health and safety arrangements					X
F&P		To monitor health & safety arrangements		X			
		To ensure that suitable risk assessments are prepared and action taken to minimise risk.					X
		To monitor accident book and agree appropriate action					X
	<b>Admissions</b> Foundation and VA schools only	<del>To consult annually before setting an admissions policy</del>					
		<del>To implement Admissions Policy having regard to the Schools Admissions Code</del>					
	<b>Admissions</b> Community and VC schools where Local Authority has delegated power to GB	<del>To consult annually before setting an admissions policy</del>					
		<del>To implement Admissions Policy having regard to the Schools Admissions Code</del>					
	<b>Admissions</b> Special Schools	<del>To establish an admissions policy (where pupils do not have a statement) acting with the Local Authority.</del>					
		<del>To establish an admissions policy (where pupils have statements) for Local Authority after consultation with the GB.</del>					
	<b>Admissions</b> All schools	To appeal against Local Authority directions to admit pupil(s)	X				
	<b>Organisation of the Governing Body</b>	To draw up an instrument of government and any amendments thereafter	X				
		To agree proposals to change category of school	X				
		<del>To draft a proposal to alter or discontinue voluntary foundation or foundation special school</del>					
		To consider forming, joining or leaving a federation	X				
		To consider acquiring a trust	X				



			Decision Level				
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			Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
		To elect (and remove) the chair and vice-chair of a permanent or temporary GB	X				
		To appoint and dismiss the clerk to the GB	X				
		To appoint and remove community governors	X				
		To appoint and remove associate members	X				
		To decide on voting rights for associate members of committees, except where restrictions apply	X				
		To set up a Register of Governors' Business Interests	X				
F&P		To approve and set up an Expenses Scheme		X			
		To consider whether or not to exercise delegation of functions to individuals or committees	X				
		To regulate the GB procedures (where not set out in law) e.g. Standing Orders	X				
		To establish and review committees annually.	X				
		To appoint and dismiss a clerk to each committee (not head)	X				
		Agree a policy and protocol for governor visits to the school	X				