

Giffards Primary School Governing Body Decision Planner/Scheme of Delegation Academic Year 2021/22

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.

This document shows the decisions the Academy FGB makes and those that are delegated to an individual governor or Headteacher - i.e.

KEY

Level 1: Full Governing Body

Level 2: Chair of relevant FGB focused Chair

Level 3: An individual governor

Level 4: The Headteacher

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	1	2	3	4
			Budgets	1	To approve the first formal budget plan each financial year	X
	2	To appoint a qualified accountant to produce annual company accounts for independent audit	X			
	3	To monitor monthly expenditure.	X		X	X
	4	To establish a charging and remissions policy	X			
	5	To establish an asset control and accounting policy and approve arrangements for recording assets.	X			
	6	To establish a Risk Management Policy	X			
	7	To establish a Risk Register	X			
	8	To ensure procedures are put in place for safeguarding of funds	X			
	9	To enter into contracts above determined limit (GB to agree financial limits)	X			
Staffing	10	Headteacher appointments (selection panel)	X			
	11	Deputy appointments (selection panel)	X			
	12	Appoint other teachers				X
	13	Appoint non teaching staff				X
	14	Agree a pay policy	X			
	15	Pay discretions	X			
	16	Establishing disciplinary/capability procedures				X
	17	Dismissal of headteacher	X			
	18	Dismissal of other staff				X
	19	Suspending headteacher	X			
	20	Suspending staff (except head)				X
	21	Ending suspension (head)	X			
	22	Ending suspension (except head)	X			
	23	Determining staff complement	X			
	24	Determining dismissal payments/ early retirement	X			
Curriculum	25	Ensure national Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				X
	26	To establish a curriculum policy (good practice: no longer statutory requirement from September 2012)				
	27	To implement curriculum policy (if policy in place)	X			
	28	To agree or reject and monitor curriculum policy (if policy in place)				
	29	Responsible for standards of teaching				X
	30	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
	31	Responsibility for individual child's education				X
	32	Provision of sex education – to establish and keep up to date a written policy				X
	33	To prohibit political indoctrination and ensuring the balanced treatment of political issues				X

Key Function	No	Tasks	1	2	3	4
				34	To establish a charging and remissions policy for activities (non NC based)	
Performance Management	35	To formulate a performance management policy	X			
	36	To establish a performance management policy	X			
	37	To implement the performance management policy				X
	38	To review annually the performance management policy	X			
Target Setting	39	To set targets for pupil achievement (no longer required to publish from September 2011)	X			
Discipline/ Exclusions	40	To establish a discipline policy	X			
	41	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. (In the case where a student would lose the opportunity to sit a public examination the decision can be delegated to chair/vice-chair)		X		
Admissions #	42	To consult annually before setting an admissions policy - if not local council				
#	43	Establish an Admissions Policy - via LA				
#	44	Admissions : application decisions - via LA				
#	45	To appeal to Secretary of State against directions to admit ouoil(s) - via LA				
Religious Education	46	Establish a policy for provision of RE and ensuring provision of RE	X			
	47	Decision to provide RE according to trust deed/specified denomination in faith schools	X			
Collective Worship	48	Ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
	49	Arrangements for collective worship (schools without religious character)				X
Premises & Insurance	50	Ensuring the academy has adequate insurance cover to support its activities. This should include buildings and contents, business interruption, employer's and public liability cover and vehicles (it is suggested that the Governing Body as a whole should undertake this decision)	X			
	51	Undertaking risk assessment to determine adequate insurance is in place				X
	52	Developing school buildings strategy or master plan (it is suggested that the GB as a whole should undertake this decision)	X			
	53	Procuring and maintaining buildings, including developing properly funded maintenance plan	X			
Health & Safety	54	To institute a health and safety policy	x			
	55	To ensure that health and safety regulations are followed	X		X	X
School Organisation	56	Publishing proposals to change category of school	X			

Key Function	No	Tasks	1	2	3	4
	57	To set the times of school sessions and the dates of school terms and holidays	X			
	58	To ensure that the school meets for 380 sessions in a school year				X
	59	To ensure that school lunch nutritional standards are met where provided by the governing body.				X
Information For Parents	60	To prepare and publish key information online including pupil premium, curriculum by year and subject, admission arrangements, various policies, links to Ofsted reports and performance data (previously covered by the school prospectus)				X
	61	To ensure provision of free school meals to those pupils meeting the criteria				X
	62	Adoption and review of home-school agreements	X			
GB Procedures	63	To appoint (and remove) the chair and vice-chair	X			
	64	To appoint and dismiss the clerk to the governors	X			
	65	To hold full governing body meetings in accordance with the Articles of Association	X			
	66	To appoint (and remove) co-opted governors	X			
	67	To set up a Register of Governors' Business Interests	X			
	68	To approve and set up a Governors Expenses Scheme				X
	69	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	X			
	70	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	71	To regulate the GB procedures (where not set out in law)	X			
Extended Schools	72*	To decide to offer additional activities and to what form these should take	X			
	73	To put into place the additional services provided				X
	74	To ensure delivery of services provided				X
	75*	To cease providing extended school provision	X			
Academy Status	76	To consider forming a MAT	X			
	77	To consider requests from other academies to establish or join the trust	X			
	78	To leave the trust	X			

*Although these tasks are open to delegation under the Education School Governor Terms of Reference (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and EFSA delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification -the Headteacher, Staff Governors, Staff Members Associate Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification -Governors, Associate Members, the Headteacher

The Role of the Chair of a Focused FGB

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification -the Headteacher, Staff Governors, Staff Members Associate Members