

## ROACH VALE PRIMARY SCHOOL

### DELEGATION PLANNER

#### Local Authority Maintained Governing Body Delegation Planner

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. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where even if a task/responsibility can be delegated, this would be good practice.

**This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.**

#### Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

**Blue box** Function **cannot** be legally carried out at this level.

- ✓ Action could be undertaken by this level.
- ✗ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
<b>Budgets</b>	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			Delegated to F&P Committee
	To monitor monthly expenditure.	✓	✓	✗	✓	F&P Cttee
	To establish a charging and remissions policy	✓	✓	✗	✗	F&P Cttee
	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	F&P Cttee within Financial Regs
<b>Staffing</b>	Appoint selection panel for headteacher	✓				FGB
	Appoint selection panel for deputy head	✓				FGB
	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	FGB
	Appoint other teachers	✗	✗	✗	✓	Personnel Cttee
	Appoint non teaching staff	✗	✗	✗	✓	HT + 1 Governor
	To put in place a pay policy	✓	✓	✗		Pers. Cttee
	To decide upon pay discretions in line with the pay policy and legal requirements.	✗	✓	✗		Salary Committee
	Dismissal of headteacher	✗	✓	✗		Staff Disc/Dism Cttee
	Initial dismissal of other staff	✗	✗	✗	✓	HT
	Suspending head	✗	✓	✓		CoG
	Suspending staff (except head)	✗	✗	✗	✓	HT
	Ending suspension (head)	✓	✓	✓		CoG
	Ending suspension (except head)	✓	✓	✓		Staff Discipline Cttee
	Setting the overall staffing structure	✓	✓	✗		Pers. Committee
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	✗		N/A
	Determining dismissal payments/ early retirement	✓	✓	✗		Personnel Committee/FGB
To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	HT	
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				FGB	

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	✗	✓	Curriculum Committee
	To consider any disapplication for pupil(s)	✗	✗	✗	✓	HT
	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)	✓	✓	✗	✗	Curriculum Committee
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	✗	✗	✗	✓	HT
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB
	To put into place the additional services provided	✗	✗	✗	✓	HT
	To decide whether to stop providing additional activities.	✓	✗	✗	✗	FGB
Performance management	To formulate and review teacher appraisal policy	✓	✓	✗		Personnel Committee
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	✗		FGB
	To carry out appraisal of other teachers.				✓	HT
Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓			Curriculum Committee/FGB
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	HT
	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)	✗	✓			Pupil Discipline Committee

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	✓	✓			N/A
	Admissions: application decisions (VA, foundation and special schools)	✗	✓			N/A
	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)	✗	✓			FGB
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	✗	✗		FGB
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓			Finance and Premises Committee
	To ensure that health and safety regulations are followed	✗	✗	✗	✓	HT
School organisation	To publish proposals to change category of school	✓	✓			FGB
	To decide whether to convert to academy status	✓				FGB
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	✗			N/A
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	✗	✗		FGB
	To ensure that school lunch nutritional standards are met	✗	✗	✗	✓	HT
	To ensure provision of free meals to those pupils meeting the criteria	✗	✗	✗	✓	HT
	To establish a data protection policy and review it at least every two years.	✗	✓	✗	✓	FGB
	Maintain a register of pupil attendance	✗	✗	✗	✓	HT
Information for parents	Adopt and review the home-school agreement	✓	✓	✗		FGB
	Establish, publish and review a complaints procedure.	✓	✓	✗	✗	Curriculum Committee

<b>GB procedures</b>	To draw up an instrument of government and any amendments thereafter	✓				FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	To appoint and dismiss the clerk	✓	✓	x	x	FGB
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓				FGB
	To set up a register of governors' business interests	✓	✓	x		FGB
	To approve and set up a governors expenses scheme	✓	✓	x	x	FGB
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				FGB
	To regulate the GB procedures (where not set out in law)	✓				FGB
<b>Federations</b>	To consider forming a federation or joining an existing federation	✓				FGB
	To consider requests from other schools to join the federation	✓				FGB
	To leave a federation	✓				FGB
<b>Inclusion and equality</b>	To establish and review a special educational needs (SEN) policy.	✓				Curriculum Committee/FGB
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	x	✓	Curriculum Committee
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✓	x	✓	FGB
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	x	✓	FGB
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	F & P Committee
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	x	x	FGB