

## **Larkfields Junior School Governors' Decision Planner/scheme of delegation 2017/18**

### **Purpose of the Decision Planner**

This decision planner is to enable governing bodies to record their delegation of functions by listing the main areas of business and the types of decision typically taken each year. (It will also provide good evidence for Ofsted). This document can also be used to create the governing body's committee remits; the listed business functions on each headed page are the list of business areas that committees will undertake during the year.

### **Annual Review**

The governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

### **Quoracy**

Decisions may only be made if a meeting is quorate. The quorum for full governing body meetings is 50% (rounded up to the nearest whole number) of the governors in post. The minimum quorum for a committee is three governors but the full governing body may set this at a higher level if it wishes.

### **Establishment of committees**

The governing body must determine the membership and proceedings of any committee. A chair must be appointed annually to each committee by the governing body or elected by the committee as determined by the governing body.

The governing body may remove the chair of a committee from office at any time. The governing body must appoint a clerk to each committee established by it, who must not be the headteacher of the school.

### **Delegation of functions of the governing body**

A governing body may delegate any of its statutory functions (subject to prescribed restrictions) to:

- a committee (which may include associate members),
- any governor, other than a governor who is the headteacher

or

- where the function being delegated does not directly concern the headteacher, the headteacher (whether or not that person is a governor)

### **Reporting back to the full governing body**

All decisions are taken on behalf of the full governing body. The governing body should receive reports/minutes from any individual or committee to whom a function of the governing body has been delegated and consider whether any further action is necessary.

## **How to use the decision planner**

The decision planner provides one grid for each of the main areas of governing body business. Each individual grid is divided into two columns. The first column lists the function statement relating to the main business and the second column indicates the delegation of each function. The governing body will need to decide where the decision making function should be allocated, within the statutory guidelines. This will indicate the governing body's decision as to who will carry out the decision making function relating to each of the main business tasks.

## **Some additional notes**

Schools are required by law to establish the following statutory committees (where necessary):

### **Community, Voluntary Controlled, Voluntary Aided and Foundation schools**

Staff hearing/appeals

### **Voluntary Aided and Foundation schools**

Admissions Committee

### **Chairs emergency powers**

The chair – or vice-chair if the chair is unavailable or the position is vacant – can make decisions on the governing body's behalf using the power of 'chair's action' (Regulation 8 of the Role, Procedures and Allowances Regulations).

Decisions taken under the power of 'chair's action' must be reported to the governing body at the first available opportunity.

While there is no specified restriction on which functions the chair may exercise under chair's action, the power should only be used where any delay would be likely to be seriously detrimental to the interests of:

- the school
- any pupil at the school or his/her parent
- or a person who works at the school.

## Larkfields Junior School

### Constitutional and Procedural Decisions

Function statement	Delegated to:
1. Changes to the Instrument of Government, including terms of office	Governing Body
2. To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members	Governing Body
3. To decide on the term of office for individual governors within the same category (subject to appointing authority) from Sept, 2015	Governing Body
4. To determine voting rights for associate members on committees	Governing Body
5. To suspend any governor	Governing Body
6. Prior to the election of chair and vice-chair determine the date on which the term of office will end	Governing Body
7. To elect or remove the chair	Governing Body
8. To elect or remove the vice-chair	Governing Body
9. To appoint link or designated governors, for example appraisal, child protection and complaints	Governing Body
10. To decide on additional attendance at full governors' meetings	Governing Body
11. To decide the arrangements for full governing body meetings (legal minimum three per year)	Governing Body
12. To regulate the procedures of meetings	Governing Body
13. Establish constitution, membership of committees and their remits, including selection panels for headteacher and deputy headteacher recruitment	Governing Body
14. To appoint or remove a clerk to each committee. The clerk to a committee (but not the governing body) can be a governor, but not the headteacher	Governing Body
15. To establish the financial limits of delegated authority to enter into commitments and to authorise payments	Governing Body
16. To approve a written description of financial systems and procedures in line with the Local Authority's scheme for financing schools	Governing Body
17. To decide to recruit a new headteacher, determine job description and IPR	Governing Body
18. To decide to recruit a new deputy headteacher, determine job description and IPR	Governing Body
19. Ratification of the appointment of a headteacher and deputy headteacher	Governing Body
20. To determine the arrangements for the appointment of senior leadership team, including job description and pay range	Governing Body
21. To appoint and dismiss the clerk to governors	Governing Body
22. To participate in the school self-review process including the review of the governing body effectiveness	Governing Body
23. Setting the Individual School Range (ISR) In accordance with School Pay Policy, set or reset the IPR if circumstances change	Governing Body
24. Decision to federate/collaborate or form joint committees with other schools	Governing Body
25. To consider requests from other schools to join the federation	Governing Body
26. To leave a federation	Governing Body
27. To consider whether or not to exercise delegation of functions to individuals or committees	Governing Body
28. To determine whether or not to pay governor allowances for out of pocket expenses	Governing Body

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### Voluntary Aided and Foundation Schools Only

Function statement		Delegated to:
1.	To decide whether the CFCS Corporate Director/Diocesan Director should attend staff interviews, particularly headteacher appointments	Governing Body
2.	Proposals to alter or discontinue Voluntary Foundation or Foundation Special School	Governing Body
3.	To ensure health & safety policy and procedures are in place	
4.	To ensure that health and safety regulations are followed	Headteacher
5.	To set ('determine') admission arrangements annually by 28 February ensuring that all appropriate bodies are notified. Publish a copy of the determined arrangements on the school website and send to the Local Authority by 15 March	Governing Body

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### Policy Development, Planning and Public Accountability

Function statement		Delegated to:
1.	To formulate the information required to be published on school website	Headteacher
2.	To approve the information required to be published on school website and ensure it is updated on a regular basis – at least annually	SDPP&C
3.	To approve and monitor the School Improvement/Development Plan	Governing Body
4.	To agree school session times taking into account recommended minimum weekly lesson time	Governing Body
5.	To ensure that the school meets for 380 sessions in a school year	Governing Body
6.	Monitor infant class sizes (if applicable)	
7.	To approve new policies or amendments to policies	SDPP&C and F&GP
8.	To adopt and review the Home School Agreement	SDPP&C
9.	To issue press statements	Headteacher
10.	To determine matters relating to health and safety and the security of the premises and its occupants	SDPP&C and F&GP
11.	To ensure health and safety regulations are followed	Headteacher
12.	To monitor the use and suitability of the premises in relation to the above	Headteacher
13.	To set targets for pupil achievement	Headteacher to be approved by SDPP&C
14.	To monitor pupil achievement against set targets	Governing Body
15.	To receive school improvement information from the school, Local Authority and Ofsted	SDPP&C
16.	To agree and organise an annual governing body self-evaluation process	Governing Body
17.	To monitor school records and ensure statutory requirements are met in accordance with Data Protection Act	Headteacher
18.	To ensure a Single Central Record (SCR) Inc. safer recruitment vetting checks is constantly kept up to date in line with statutory requirements (Expectation that the headteacher will maintain)	Headteacher
19.	To ensure provision of free school meals to those pupils meeting the criteria	Headteacher
20.	To ensure that school lunch nutritional standards are met	Headteacher
21.	To establish and monitor a governors expenses scheme	Headteacher
22.	To discharge duties in respect of pupils with special needs by appointing a “responsible person”	Governing Body
23.	To carry out an annual review of safeguarding children and child protection policy and procedures and report to the Local Authority	Governing Body
24.	To ensure a designated teacher for looked after children has been appointed and reports to governing body at least once per year	Governing Body
25.	To contribute as required to Local Authority asset management planning arrangements	F&GP
26.	Procuring building and maintenance works in accordance with the school's delegated and devolved responsibilities (see the Local Authority's Property Handbook) and developing a properly funded site maintenance plan	F&GP
27.	To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body)	Governing Body
28.	To establish the governors' register of pecuniary and business interests and oversee its maintenance	Governing Body
29.	To decide to offer additional activities under extended schools provision or to cease provision	SDPP&C and F&GP

## Larkfields Junior School

### Financial Matters

Function statement		Delegated to:
1.	To approve the annual budget plan	Governing Body
2.	To monitor expenditure against the budget plan and agree adjustments as necessary	F&GP
3.	Review completed mid-year re-forecast return and note impact of any changes to projected carry forward (to be submitted to CFCS finance by 30 November)	F&GP
4.	Submit BO2 balance return to CFCS finance by 31 May if have excess balances i.e. greater than 8% primary and special or greater than 5% secondary	Governing Body
5.	To enter into contracts (above set financial limit)	F&GP
6.	To enter into contracts (below set financial limit)	Head Teacher (or DHT)
7.	To operate the governing body's arrangements for obtaining quotations and inviting tenders (Local Authority scheme for financing schools)	F&GP
8.	To maintain inventories and security of assets (Local Authority scheme for financing schools)	F&GP
9.	To monitor and approve use of income from the sale of assets (Local Authority scheme for financing schools)	F&GP
10.	To establish a lettings policy and ensure that health & safety and safer working requirements are met	F&GP
11.	To establish a charging and remissions policy for activities (non-national curriculum based)	F&GP
12.	To determine payments regarding petty cash	Head Teacher
13.	To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to CFCS internal audit	F&GP
14.	To monitor actions following an Local Authority internal audit	F&GP
15.	To determine insurance arrangements	F&GP
16.	To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment	F&GP
17.	To approve leasing arrangements after consultation with Service Director, financial services, environment and resources	F&GP
18.	To approve the school's Schools Financial Value Standard (SFVS)	Governing Body

**Annual budget should be approved and submitted no later than 31 May each year.**

**SFVS should be approved, signed by the chair of governors and submitted to Local Authority school finance by no later than 31 March each year.**

The governing body may delegate consideration of the questions to the Finance Committee but a detailed report must be given to the full governing body and the chair of governors must sign the completed form.

This can be done **retrospectively** if the governing body do not have a meeting planned, but the **minutes from this meeting**, if it takes place after the 31 March, need to be sent in to Local Authority school finance by the school and kept for auditing purposes.

## Larkfields Junior School

### Personnel Functions and Pay

Function	statement	Delegated to
1.	To determine the staffing complement of the school in line with the budget and requirements of the school	F&GP
2.	To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy	SDPP&C
3.	To review annually the appraisal policy	SDPP&C
4.	To implement the appraisal policy	Head Teacher
5.	To review annually the school's pay policy	Pay Committee or PPC
6.	To monitor implementation of the pay policy	Pay Committee
7.	To manage the annual salary review, for all teachers and support staff ensuring that pay progression for all teachers is linked by evidence to appraisal/performance	Pay Committee
8.	To manage, receive and assess post-threshold applications	Headteacher
9.	To appoint an external adviser to support the appraisal governors in conducting the headteacher's appraisal process	Head Teacher Appraisal Committee
10.	To conduct the annual appraisal of the headteacher with the assistance of external adviser	Head Teacher Appraisal Committee
11.	To consider the recommendations of the appraisal governors in relation to the headteacher's pay	Finance Committee
12.	To determine and review any temporary pay allowances in line with the schools pay policy	PPC
13.	To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the school pay policy, statutory regulations and, for support staff, the JE scheme adopted by the governing body	Governing Body
14.	To appoint all other staff	Head Teacher SDPP&C
15.	To suspend the headteacher	Chair of Governors initially and then to be ratified by a panel of three governors
16.	To end the suspension of the headteacher	Panel of three governors including chair/vice chair
17.	To suspend other staff	Head Teacher
18.	To end the suspension of other staff	Discipline committee
19.	To establish a climate of good employee relations in the school and to systematically review the application of the schools' policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing body E.g. disciplinary/capability procedures/absence management	SDPP&C
20.	To hear appeals made by staff in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened	Panel (min 3) of governors
21.	To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the Local Authority for community schools)	Panel (min 5) of governors including chair/vice chair
22.	To dismiss the headteacher	Can be delegated to a committee plus hearing/appeal panel
23.	To dismiss other staff	Headteacher (plus hearing/appeal panel)
24.	To agree and monitor a training strategy for teachers, support staff and governors	Head Teacher and Governing Body

25.	To ensure that the appointment and conduct of all staff is in accordance with the requirements of 'Keeping Children Safe in Education' and that regular checks of the single central record (SCR) are undertaken to ensure statutory compliance	Headteacher and Safeguarding governor
26.	To receive a report from the headteacher on pay progression for all teaching and support staff	Pay Committee

### Admissions and Exclusions

Function statement	Delegated to
1. To consider annually the Local Authority consultation on admission arrangements	Governing Body
2. To implement the Local Authority's admission arrangements including the co-ordinated admissions scheme	Head Teacher
3. To appeal against the LA directions to admit pupil(s) (voluntary, foundation and special schools – also community and VC schools where the LA is the admissions authority)	Head Teacher
4. To implement the behaviour policy and anti-bullying policy	Head Teacher
5. To hear pupil exclusions representations and determine outcome	Discipline Committee
6. To annually review the behaviour policy and receive regular reports on the use of exclusion in school in comparison with local and national data	SDPP&C
7. To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher)	Head Teacher
8. To monitor and review pupil attendance	Governing Body
9. Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006	SDPP&C

### Strategic Development

Function statement	Delegated to
1. To ensure that the national curriculum is in place	SDPP&C
2. To consider any disapplication to pupils	Headteacher
3. To monitor standards of teaching and attainment	SDPP&C
4. To be responsible for individual child's education	Headteacher
5. To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance	Governing Body
6. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Governing Body
7. To monitor the arrangements for collective worship and monitor provision	SDPP&C
8. To ensure the curriculum complies with the Equality Act legislation	SDPP&C
9. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	SDPP&C
10. To monitor the arrangements for school visits/residentials	SDPP&C
11. To comply with the requirements of the Ofsted Inspection Framework	Governing Body
12. To be involved in the formulation and review of school self-evaluation	Governing Body
13. To consider in detail any inspection report made by Ofsted or the Local Authority	Governing Body
14. To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan	Governing Body
15. 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)	SDPP&C