

SCHEME OF DELEGATION DECISION PLANNER

THIS PLANNER IS FOR THE GOVERNING BODY TO COMPLETE

KEY

Using ticks show

Level 1: Decisions made by full governing body.

Level 2: Decisions delegated to a committee of the governing body.

Level 3: Decisions delegated to head (within framework set by GB).

Level 4: Decisions made by head as the professional.

Asterisk: Functions which the whole governing body must consider.

Blank: Action could be carried out at any level by governing body or head.

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

F = Finance committee; R=Resources committee; P = Pupils Committee; S = Strategy Committee; D = Discipline Committee; Py = Pay committee; A = audit committee

		Action Sheet	Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
School	1	To approve the first formal budget plan each financial year*	FG	X	X	X
Budgets	2	To monitor monthly expenditure				H
	3	Miscellaneous financial decisions (e.g. write-offs)		F		
	4	To investigate financial irregularities (head suspected)		F	X	X
	5	To investigate financial irregularities (other suspected)		F		
	6	To enter into contracts (above set financial limit)		F		
	7	To enter into contracts (below set financial limit)				H

	8	To make payments				H
Staffing	9	Head teacher appointments (selection panel)*	FG	X	X	X
	10	Deputy appointments (selection panel)* - governor representation on all selection panel activities	FG	X	X	X
	11	Appoint other teachers - to put forward a governor to be on the selection panel		R		X
	12	Appoint non teaching staff (GB may, if they wish, be involved in the selection panel)			H	X
	13a	Pay discretions following outcome of teachers' performance pay		Py		
	13b	Pay discretions (the head should not advise on his/her own pay) but will advise on other staff		R		X
	14	Establishing disciplinary /capability procedures		R		X
	15	Dismissal (headteacher) NB: GB must act through Dismissal Committee*	FG	X	X	X
	16	Dismissal (other staff) NB: GB must act through Dismissal Committee	X	R	X	X
	17	Suspending head	FG	X	X	X
	18	Suspending staff (except head)		R		
	19	Ending suspension (head)	FG	X	X	X
	20	Ending a suspension (except head)		R	X	X
	21	Determining dismissal payments / early retirement		R/F		
	22	Determining staff complement			H	
	23	In VA and Foundation schools to agree whether or not the Chief Education Officer /diocesan authority should have advisory rights	N/A		X	
Curriculum	24	Ensure broad and balanced curriculum taught to all pupils and to consider any disapplication for pupil(s)			H	
	25	To draft curriculum policy			H	
	26	To implement curriculum policy				H
	27	To agree or reject and review curriculum policy		S	X	X
	28	Responsible for standards of teaching				H
	29	To decide which subject options should be taught				H

		having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				
	30	Responsibility for individual child's education				H
	31	Provision of sex education - make and keep up to date a written policy*		P	X	X
	32	To prohibit political indoctrination and ensuring the balanced treatment of political issues*	FG			
	33	To draw up a charging and remissions policy for activities (non NC based) in consultation with the LEA*		F		
Appraisal	34	To establish an appraisal policy		R	X	X
	35	To implement the appraisal policy			H	
	36	To review annually the appraisal policy		R	X	X
Target Setting	37	To set and publish targets for pupil achievement		S	X	X
		Detailed review of individual pupils' achievement		P		
Exclusions	38	To decide a discipline policy*	FG		X	X
	39	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	H
	40	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 5 days in total in a term or would lose the opportunity to sit a public examination. NB: The GB must act through their pupil discipline committee		D	X	X
	41	To direct reinstatement of excluded pupils	FG	X	X	X
Admissions	42	To consult before setting an admissions policy	FG		X	X
	43	To review admissions policy and propose any changes	FG			
	44	To agree admissions policy	FG			
	46	Admissions: application decisions			H	
	48	To appeal against LA directions to admit pupil(s)	FG (del Chair		X	X
Religious	49	Responsibility for ensuring provision of RE in line with			X	H

		school's basic curriculum (all schools)				
Education	52	Decision to provide RE in line with locally agreed syllabus			H	H
Collective Worship	53	It is a statutory requirement that the head teacher shall ensure that all pupils take part in a daily act of collective worship. The governing body also has similar duties.			X	H
	54	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply. Head must consult GB before doing so.	X	X	X	H
	55	Arrangements for collective worship (schools without religious character). Head teacher must consult GB before doing so.	X	X	X	H
Premises	57	Buildings insurance - GB to seek advice from DfE and accountants where appropriate		F		
	58	Strategy (including budgeting for repairs etc.) and Asset Management Plans		R		
	59	To ensure health and safety issues are met		R		
	60	To set a charging and remissions policy*		F	X	X
School Organisation	61	To draw up instrument of government and any amendments thereafter*	FG		X	X
	62	To publish proposals to change category of school*	FG		X	X
	64	To draft a school Action Plan following OFSTED inspection and distribute copies to parents		S		
	65	To set the times of school sessions and the dates of school terms and holidays	FG		X	X
Information for parents	68	To provide information to be published by governing bodies (in so far as approval of the school prospectus)*	FG		X	X
	69	To ensure provision of free school meals to those pupils meeting criteria			H	X
	70	Adoption and review of home-school agreements		P	X	X
GB procedures	71	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body*	FG	X	X	X
	72	To appoint and dismiss the clerk to the governors	FG	X	X	X

	73	To hold a governing body meeting once a term, or a meeting of the temporary governing body as often as occasion may require*	FG		X	X
	74	To appoint and remove co-opted, including temporary additional co-opted, governors*	FG		X	X
	75	To set up a Register of Governors' Business Interests	FG		X	X
	76	To approve and set up an Expenses scheme	FG		X	X
	77	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and foundation schools	FG		X	X
	78	To consider whether or not to exercise delegation of functions to individuals or committees*	FG		X	X
	79	To regulate the GB's procedures (where not set out in law)*	FG		X	X
	80	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels*	FG		X	X