

# Governing Body Delegation Planner



James Blackwell JERICHO PRIMARY SCHOOL

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## Governing Body Delegation Planner

Governing boards 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.

As the board of governors for Jericho Primary School we recognise that many of the tasks can and should be delegated to individuals and committees. We have published our decisions to delegate a task/responsibility to an individual or committee.

This planner shows to which level the governing board has legally delegated functions to.

**Level 1: Full governing body**

**Level 2: A committee of the governing body**

**Level 3: An individual governor**

**Level 4: Headteacher.**

- 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				At Jericho Primary School, this responsibility is delegated to:
			1	2	3	4	
Budgets	1.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			The Finance, Staffing and Premises (FSP) Committee meet to agree the detail of the budget. The Full Governing Board meet immediately after to approve the form Budget.
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, pupil premium)	✓	✓	✗	✗	Delegated to the FSP Committee
	3.	To monitor monthly expenditure	✓	✓	✗	✓	Delegated to the FSP Committee
	4.	To establish a charging and remissions policy	✓	✓	✗	✗	Delegated to the FSP Committee
	5.	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	There are a variety of people with responsibilities for this function. We publish and review each year an internal Finance Procedure which states processes and financial limits/
Staffing	6.	Appoint selection panel for headteacher	✓				Full Governing Board
	7.	Appoint selection panel for deputy head	✓				Full Governing Board
	8.	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	Full Governing Board
	9.	Ratify or reject decisions of appointed selection panels	✓				Full Governing Board
	10.	Appoint other teachers	✗	✗	✗	✓	Delegated to the Headteacher
	11.	Appoint non-teaching staff	✗	✗	✗	✓	Delegated to the Headteacher
	12.	To put in place a pay policy	✓	✓	✗		Delegated to the FSP Committee
	13.	To make pay decisions in line with the pay policy and legal requirements <sup>1</sup>	✗	✓	✗	✓	Delegated to Headteacher but ratified by the FSP Committee.
14.	Dismissal of headteacher	✗	✓	✗		Dismissal Committee	

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	15.	Initial dismissal of other staff	x	✓	x	❖	Dismissal Committee
	16.	Suspending head	x	✓	✓		Disciplinary Committee
	17.	Suspending staff (except head)	x	x	x	✓	Headteacher
	18.	Ending suspension (head)	✓	✓	x		Disciplinary Committee
	19.	Ending suspension (except head)	✓	✓	x		Disciplinary Committee
	20.	Setting the overall staffing structure	✓	✓	x	x	Delegated to the FSP Committee
	21.	Determining dismissal payments/ early retirement	✓	✓	x	x	Delegated to the FSP Committee
	22.	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	Delegated to the Headteacher working alongside the School Business Manager
	23.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				Full Governing Board
Curriculum	24.	Ensure National Curriculum (NC) taught to all pupils	✓	✓	x	✓	Overseen by the Full Governing Board by delegated to the Curriculum and Standards Committee
	25.	To consider any disapplication for pupil(s)	x	x	x	✓	Delegated to the Headteacher

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	26.	Establish and review the Relationships, health, Sex Education policy and ensure that parents are informed of their right to withdraw their children	x	x	x	✓	Overseen by the Curriculum and Standards Committee and Headteacher
	27.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	x	x	x	✓	Delegated to the Headteacher
	28.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓	x	✓	Overseen by the Curriculum and Standards Committee and Headteacher
	29.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Delegated to the Headteacher
Extra-curricular provision	30.	To decide whether to offer additional activities and what form these should take	✓	x	x	x	Full Governing Board
	31.	To put into place the additional services provided	x	x	x	✓	Delegated to the Headteacher
	32.	To decide whether to stop providing additional activities	✓	x	x	x	Full Governing Board
Performance management	33.	To adopt and review teacher appraisal policy	✓	✓	x		Delegated to the FSP Committee
	34.	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	x		Full Governing Board
	35.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Delegated to the Headteacher

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Discipline/ exclusions	36.	To review 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	x	✓			Delegated to the Pupil Discipline and Exclusions Committee
	37.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				Full Governing Board
	38.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Delegated to the Headteacher – supported by the SLT.

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Premises & insurance	39.	Buildings insurance and personal liability– GB to seek advice from LA	✓	✗	✗		Full Governing Board – but FSP lead on detail.
Health & safety	40.	To ensure a health and safety policy and procedures are in place	✓	✓	✗		Delegated to the FSP Committee
	41.	To ensure that health and safety regulations are followed	✗	✗	✗	✓	Delegated to the H and S leader
School organisation	42.	To publish proposals to change category of school	✓	✓	✗	✗	Full Governing Board
	43.	To decide whether to convert to academy status <sup>2</sup>	✓	✗	✗	✗	Full Governing Board
	44.	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)	✓	✗	✗		Full Governing Board
	45.	To ensure that school lunch nutritional standards <sup>3</sup> are met	✗	✗	✗	✓	Delegated to the Headteacher but overseen by the Children's Well Being Committee
	46.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✗	✓	✗	✓	Delegated to the FSP Committee
	47.	Maintain a register of pupil attendance	✗	✗	✗	✓	Delegated to the Headteacher
	48.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	✗	✗	✗	✓	Delegated to the Headteacher



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Information for parents	49.	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	✗	✓	Full Governing Board
	50.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	✗	✗	Ratified by Full Governing Board and checked by each sub committee
	51.	To establish, publish and review a complaints procedure	✓	✓	✗	✗	Delegated to the FSP Committee
	52.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	✗	✓	Delegated to the FSP Committee
GB roles, procedures and development	53.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				Full Governing Board
	54.	To draw up an instrument of government and any amendments thereafter	✓				Full Governing Board
	55.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				Full Governing Board
	56.	To appoint and dismiss the clerk to governors	✓	✓	✗	✗	Full Governing Board
	57.	To appoint and remove co-opted governors	✓				Full Governing Board
	58.	To appoint local authority governors	✓				Full Governing Board

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	59.	To set up and publish a register of governors' business and pecuniary interests	✓	✓	x		Full Governing Board
	60.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				Full Governing Board
	61.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	x	x	x	✓	Delegated to the Headteacher/Clerk
	62.	To submit governor information to the DfE database of governors (Get Information about Schools)	x	x	x	✓	Delegated to the Headteacher/Clerk
	63.	To consider whether or not to exercise delegation of functions to individuals or committees	✓				Full Governing Board
	64.	To regulate the GB procedures (where not set out in law)	✓				Full Governing Board
	65.	To agree governor induction and training programme	✓				Full Governing Board
	66.	To review progress against strategic plan and evaluate governing body performance	✓				Full Governing Board
Formal Collaboration	67.	To consider forming or joining a group of schools	✓				Full Governing Board

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Inclusion and equality	68.	To establish and approve a special educational needs (SEN) policy	✓				Full Governing Board
	69.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	✗	✓	Full Governing Board but overseen by the Children's Well Being Committee and supported by the School SENDCO
	70.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	✗	✗	✗	✓	Delegated to the Headteacher
	71.	To appoint a designated teacher for looked-after children	✗	✗	✗	✓	Delegated to the Headteacher
	72.	To establish an accessibility plan and review it every three years	✓	✓	✗	✓	Delegated to the Children's Well Being Committee
Safeguarding	73.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	✓				Full Governing Board
	74.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗		Full Governing Board

