ST CHARLES CATHOLIC PRIMARY SCHOOL GOVERNING BODY DECISION PLANNER 2018-2019

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. 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. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the LA. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

**This planner shows to which level the governing body may legally delegate functions. However, governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.*

KEY
Level 1: Full governing body (GB)
Level 2: A committee of the governing body
Level 3: An individual governor (**not recommended*)
Level 4: Head teacher (HT)

Box blank: Action could be undertaken at this level.
Box greyed: Function cannot be legally carried out at this level.

Key Functions	Decision Level			
	1	2	3*	4
To approve the first formal budget plan each financial year		✓		
To monitor monthly expenditure.				✓
To establish a charging & remissions policy		✓		
Miscellaneous financial decisions				✓
To enter into contracts (GB may wish to agree financial limits)	✓			✓
Staffing				
HT appointments (selection panel)	✓			
Deputy/Assistant Headteacher appointments (selection panel)	✓			
Appoint other teachers		✓		✓
Appoint non-teaching staff				✓
Agree a pay policy	✓			
Pay discretions		✓		
Establishing disciplinary/capability procedures	✓	✓		✓
Dismissal of HT		✓		
Dismissal of other staff				✓
Suspension HT		✓		
Suspension staff (except HT)				✓
Ending suspension (HT)		✓		

Ending suspension (except HT)		✓		
Determining staff complement		✓		
Voluntary & foundation schools to agree whether or not the Chief Education Officer / Diocesan authority should have advisory rights		✓		
Determining dismissal payments / early retirement		✓		
Curriculum				
Ensure National Curriculum (NC) is taught to all pupils & to consider any disapplication for pupil(s)		✓		✓
To establish a curriculum policy				✓
To implement curriculum policy				✓
To agree or reject monitor curriculum policy		✓		
Responsible for standards of teaching				✓
To decide which subject options should be taught having regard to resources & implement provision for flexibility in the curriculum (including activities outside school day)				✓
Responsibility for individual child's education				✓
Provision of relationship &sex education – establish an up-to-date written policy				✓
To prohibit political indoctrination & ensuring the balanced treatment of political issues				✓
To establish a charging and remissions policy for activities (non NC based)				✓
Performance Management				
To formulate a performance management policy		✓		✓
To establish a performance management policy		✓		
To implement the performance management policy		✓		✓
To review annually the performance management policy		✓		
Target Setting				
To set & publish targets for pupil achievement				✓
Discipline / Exclusions				
To establish a discipline policy		✓		
To review the use of exclusion & to decide whether or not to confirm all permanent exclusions & 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)		✓		
To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓		
Admissions				
To consult annually before setting an admissions policy (but in community & controlled schools only where the LA has delegated this power to the GB)	N/A			
To consult annually before setting an admissions policy (VA & Foundation schools)	N/A			

To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	N/A			
Admissions: application decisions (but in community & controlled schools only where the LA has delegated this power to the GB)	N/A			
Admissions: application decisions (VA, Foundation and special schools)	N/A			
To appeal against LA directions to admit pupil(s) (Voluntary, Foundation & special schools; also community & VC schools where LA is the admissions authority)	N/A			
Religious Education				
Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) * *this must fall into line with locally agreed syllabus*				✓
Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	N/A			
Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation & VC schools of religious character at request of parents				✓
Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered above)	N/A			
Collective Worship				
In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to no longer apply (after consulting GB)				N/A
Arrangements for collective worship (schools without religious character (after consulting GB)				N/A
Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting HT)		✓		
Premises & Insurance				
Buildings insurance & personal liability – GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		✓		
Developing school buildings strategy or master plan & contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)		✓		
Procuring & maintaining buildings, including developing properly funded maintenance plan		✓		
Health & Safety				
To institute a H&S policy (in community & VC schools this would be the LA)	✓			
To ensure that H&S regulations are followed		✓		✓
School Organisation				
To publish proposals to change category of school	✓			
Proposal to alter or discontinue voluntary foundation or foundation special school	✓			

To set the times of school sessions & dates of school terms and holidays (except in community & VC schools where it is the LA)	✓			
To ensure that the school meets for 380 sessions in a school year				✓
To ensure that school lunch nutritional standards are met where provided by the GB.				✓
Information For Parents				
To prepare & publish the school prospectus				✓
To prepare & publish the school profile				✓
To ensure provision of free school meals to those pupils meeting the criteria				✓
Adoption & review of home-school agreements		✓		
GB Procedures				
To draw up instrument of government & any amendments thereafter	✓			
To appoint (& remove) the chair & vice-chair of a permanent or a temporary GB	✓			
To appoint & dismiss the clerk to the governors	✓			
To hold a full GB meeting at least three times in a school year or a meeting of the temporary GB/IEB as often as required	✓			
To appoint & remove community or sponsor governors.	✓			
To set up a Register of Governors' Business Interests	✓			
To approve & set up a Governors Expenses Scheme	✓			
To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, Voluntary & Foundation Schools		✓		
To consider whether or not to exercise delegation of functions to individuals or committees	✓			
To regulate the GB procedures (where not set out in law)	✓			
Federations				
To consider forming a federation or joining an existing federation	✓			
To consider requests from other schools to join the federation	✓			
To leave a federation	✓			
Extended Schools				
Decision to offer additional activities & to the form these to take	✓			
To put into place the additional services provided				✓
To ensure delivery of services provided				✓
To cease providing extended school provision	✓			