DOGSTHORPE INFANT SCHOOL

Dream, Believe, Shine

**GOVERNORS DELEGATION PLANNER**

Agreed at FGB 3.10.2017 Level 1 = Full Governing Body

Level 2 = Committee

Level 3 = Individual governor

Level 4 = Headteacher

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| **Area** | **Function** | **Level** | | | | **In our school, this responsibility is delegated to:** |
| 1 | 2 | 3 | 4 |
| **Budgets** | To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation) | **✓** | **✓** |  |  | Finance & Resources Committee |
| To monitor monthly expenditure. | **✓** | **✓** | **🗶** | **✓** | Finance & Resources Committee |
| To establish a charging and remissions policy | **✓** | **✓** | **🗶** | **🗶** | Finance &Resources Committee |
| To enter into contracts (GB should agree financial limits) | **✓** | **✓** | **🗶** | **✓** | Finance & Resources Committee |
| **Staffing** | Appoint selection panel for headteacher | **✓** |  |  |  | Full Governing body |
| Appoint selection panel for deputy head | **✓** |  |  |  | Full Governing Body |
| Appoint selection panel for other members of the senior leadership team | **✓** | **🗶** | **🗶** | **🗶** | Full Governing Body |
| Appoint other teachers | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| Appoint non teaching staff | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| To put in place a pay policy | **✓** | **✓** | **🗶** |  | Full Governing Body |
| To decide upon pay discretions in line with the pay policy and legal requirements. | **🗶** | **✓** | **🗶** |  | Finance and resources Committee |
| Dismissal of headteacher | **🗶** | **✓** | **🗶** |  | Full Governing Body |
| Initial dismissal of other staff | **🗶** | **🗶** | **🗶** | **✓** | Headteacher ( to inform Chair) |
| Suspending head | **🗶** | **✓** | **✓** |  | Full Governing Body |
| Suspending staff (except head) | **🗶** | **🗶** | **🗶** | **✓** | Headteacher (to inform Chair) |
| Ending suspension (head) | **✓** | **✓** | **✓** |  | Full Governing Body |
| Ending suspension (except head) | **✓** | **✓** | **✓** |  | Full Governing Body |
| Setting the overall staffing structure | **✓** | **✓** | **🗶** |  | Finance & Resources 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 | **✓** | **✓** | **🗶** |  | Finance & Resources Committee |
| To produce and maintain a central record of recruitment and vetting checks | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| Establish and review procedures for addressing staff discipline, conduct and grievance. | **✓** |  |  |  | Full Governing Body |

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| **Area** | **Function** | **Level** | | | | **In our school, this responsibility is delegated to:** |
| 1 | 2 | 3 | 4 |
| **Curriculum** | Ensure National Curriculum (NC) taught to all pupils. | **✓** | **✓** | **🗶** | **✓** | Full Governing Body |
| To consider any disapplication for pupil(s) | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| 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) | **✓** | **✓** | **🗶** | **🗶** | Strategic Dev 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. | **🗶** | **🗶** | **🗶** | **✓** | Full Governing Body |
| **Extended schools** | To decide whether to offer additional activities and what form these should take | **✓** | **🗶** | **🗶** | **🗶** | N/A |
| To put into place the additional services provided | **🗶** | **🗶** | **🗶** | **✓** | N/A |
| To decide whether to stop providing additional activities. | **✓** | **🗶** | **🗶** | **🗶** | N/A |
| **Performance management** | To formulate and review teacher appraisal policy | **✓** | **✓** | **🗶** |  | Full Governing Body |
| To appoint the panel to carry out the appraisal of the head teacher. | **✓** | **✓** | **🗶** |  | Full Governing Body |
| To carry out appraisal of other teachers. |  |  |  | **✓** | Headteacher |
| **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. | **✓** | **✓** |  |  | N/A(no longer required**)** |
| To draft the content of the school behaviour policy and publicise it to staff, students and parents. |  |  |  | **✓** | Headteacher |
| 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) | **🗶** | **✓** |  |  | Governor Panel and Appeal Panel |
| **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) | **✓** | **✓** |  |  | Local Authority |
| Admissions: application decisions (VA, foundation and special schools) | **🗶** | **✓** |  |  | Local Authority |
| 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) | **🗶** | **✓** |  |  | Local Authority |
| **Premises & insurance** | Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate. | **✓** | **🗶** | **🗶** |  | Finance & Resources Committee |
| **Health & safety** | To ensure a health and safety policy and procedures are in place. | **✓** | **✓** |  |  | Finance & Resources Committee |
| To ensure that health and safety regulations are followed | **🗶** | **🗶** | **🗶** | **✓** | Finance & Resources Committee |
| **School organisation** | To publish proposals to change category of school | **✓** | **✓** |  |  | Full Governing Body |
| To decide whether to convert to academy status | **✓** |  |  |  | Full Governing Body |
| 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) | **✓** | **🗶** | **🗶** |  | Local Authority |
| To ensure that school lunch nutritional standards are met | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| To ensure provision of free meals to those pupils meeting the criteria | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| To establish a data protection policy and review it at least every two years. | **🗶** | **✓** | **🗶** | **✓** | Full Governing Body |
| Maintain a register of pupil attendance | **🗶** | **🗶** | **🗶** | **✓** | Headteacher |
| **Information for parents** | Adopt and review the home-school agreement | **✓** | **✓** | **🗶** |  | **N/A no longer a requirement** |
| Establish, publish and review a complaints procedure. | **✓** | **✓** | **🗶** | **🗶** | Full Governing Body |
| To establish and publish a Freedom of Information scheme and ensure the school complies with it. | **✓** | **✓** | **🗶** | **✓** | Full Governing Body |
| **Area** | **Function** | **Level** | | | | **In our school, this responsibility is delegated to:** |
| 1 | 2 | 3 | 4 |
| **GB procedures** | To draw up an instrument of government and any amendments thereafter | **✓** |  |  |  | Full Governing Body |
| To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body | **✓** |  |  |  | Full Governing Body |
| To appoint and dismiss the clerk | **✓** | **✓** | **🗶** | **🗶** | Full Governing Body |
| To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations). | **✓** |  |  |  | Full Governing Body |
| To set up a register of governors’ business interests | **✓** | **✓** | **🗶** |  | Full Governing Body |
| To approve and set up a governors expenses scheme | **✓** | **✓** | **🗶** | **🗶** | Finance & Resources Committee |
| To consider whether or not to exercise delegation of functions to individuals or committees. | **✓** |  |  |  | Full Governing Body |
| To regulate the GB procedures (where not set out in law) | **✓** |  |  |  | Full Governing Body |
| **Federations** | To consider forming a federation or joining an existing federation | **✓** |  |  |  | **Full Governing Body** |
| To consider requests from other schools to join the federation | **✓** |  |  |  | Full Governing Body |
| To leave a federation | **✓** |  |  |  | Full Governing Body |
| **Inclusion and equality** | To establish and review a special educational needs (SEN) policy. | **✓** |  |  |  | Full Governing Body |
| To establish and publish annually an ‘Equality information and objectives statement’, and review equality objectives every four years. | **✓** | **✓** | **🗶** | **✓** | Full Governing Body |
| To designate a “responsible person” for children with SEN in community, voluntary and foundation schools | **✓** | **✓** | **🗶** | **✓** | Headteacher |
| To designate a “responsible person” for looked after children in community, voluntary and foundation schools | **✓** | **✓** | **🗶** | **✓** | Headteacher |
| To establish an accessibility plan and review it every three years. | **✓** | **✓** | **🗶** | **✓** | Finance and Resources Committee |
| To establish and review annually a child protection policy and relevant procedures. | **✓** | **✓** | **🗶** | **🗶** | Full Governing Body |