



Pear Tree Mead Academy Governing Body Delegation Planner

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. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level our governing body may legally delegate functions.

Key

Level 1: Full governing body

Level 2: A committee of the governing body.

Level 3: An individual governor Level 4:

Headteacher.

Blue box Function **cannot** be legally carried out at this level.



Action could be undertaken by this level.

- ✘ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to our governing body, we have specified which committee or individual a particular task will be delegated to.

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				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)					F&P Committee
	To monitor monthly expenditure.			x		F&P
	To establish a charging and remissions policy			x	x	F&P
	To enter into contracts – CFO/ HT UP TO £10K, £10-£50K (FPA) , OVER £50K (FGB)			x		HT for under agreed amount £50,000 F&P agreement COG / VICE COG signature
Staffing	Appoint selection panel for headteacher					FGB
	Appoint selection panel for deputy head					FGB
	Appoint selection panel for other members of the senior leadership team		x	x	x	FGB
	Appoint other teachers	x	x	x		HT and 1 governor
	Appoint non-teaching staff	x	x	x		HT to delegate LT
	To put in place a pay policy			x		PAY PANEL AND THEN FGB
	To make pay decisions in line with the pay policy and legal requirements ¹ .	x		x		Pay committee
	Dismissal of headteacher	x		x		PM Committee
	Initial dismissal of other staff	x	x	x		HT
	Suspending head	x				COG ONLY (investigation by PM committee)
	Suspending staff (except head)	x	x	x		HT
	Ending suspension (head)					PM committee
	Ending suspension (except head)					Pay committee
	Setting the overall staffing structure			x		FGB
In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights			x		NA	



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	Determining dismissal payments/ early retirement	✓✓	✓✓	✗✗		FGB Pay committee involved in decisions
	To produce and maintain a central record of recruitment and vetting checks	✗✗	✗✗	✗✗	✓✓	HT
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓✓				FGB
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓✓	✓✓	✗✗	✓✓	HT FGB to monitor
	To consider any disapplication for pupil(s)	✗✗	✗✗	✗✗	✓✓	HT
	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)	✓✓	✓✓	✗✗	✗✗	HT FGB to monitor
	To produce targets for all year groups across the school, attainment and progress and review them to make sure they are challenging.	✓✓	✓✓	✗✗	✓✓	HT and then FGB to review.
	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.	✗✗	✗✗	✗✗	✓✓	HT FGB to monitor
	Approve residential and overseas trips for the forthcoming year	✓✓	✓✓	✗✗	✗✗	FGB
Religious Education	Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirements of any trust deed.	✓✓	✓✓	✗✗	✓✓	HT FGB to monitor



Collective Worship	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.				✓	HT
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB if working day is extended. (child care)
	To put into place the additional services provided	✗	✗	✗	✓	HT

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	To decide whether to stop providing additional activities.		x	x	x	FGB
Performance management	To formulate and review teacher appraisal policy			x		PCC
	To appoint the panel to carry out the appraisal of the head teacher.			x		FGB
	To carry out appraisal of other teachers.					HT and LT
Discipline/ exclusions	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)	x				Discipline committee of governors working with HT
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Discipline/ exclusions	To draft the content of the school behaviour policy with a disciplinary section and publicise it to governors, staff, students and parents.					HT
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)					PCC
	Admissions: application decisions (VA, foundation and special schools)	x				PCC

	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)	x				PCC
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.		x	x		F&P
Health & safety	To ensure a health and safety policy and procedures are in place.					F&P
	To ensure that health and safety regulations are followed	x	x	x		HT



School organisation	To publish proposals to change category of school			x	x	FGB
	To decide whether to convert to academy status ²		x	x	x	FGB
	Propose to alter voluntary foundation or foundation special school		x	x	x	NA
	Propose to discontinue voluntary foundation or foundation special school					NA
	To set the times of school sessions and the dates of school terms, insets and holidays (except in community, special and VC schools where this is the LA's role)		x	x		FGB
	To ensure that school lunch nutritional standards ³ are met	x	x	x		HT
	To establish a data protection policy and review it at least every two years.	x		x		HT to write, PCC to review
	Maintain a register of pupil attendance	x	x	x		HT
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
School organisation	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable).	x	x	x		HT
Information for parents	To adopt and review the home-school agreement			x		FGB
	To establish, publish and review a complaints procedure.			x	x	PCC
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.			x		HT to write, PCC to review
GB procedures	To draw up an instrument of government and any amendments thereafter					FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body					FGB



	To appoint and dismiss the clerk to governors			x	x	FGB
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	To appoint and remove community or sponsor governors (if constituted under 2007 Regulations) or co-opted governors (if constituted under 2012 Regulations).					FGB
	To appoint local authority governors if constituted under the 2012 Regulations					NA
	To set up a register of governors' business interests			x		FGB
	To approve and set up a governors expenses scheme			x	x	F&P
	To consider whether or not to exercise delegation of functions to individuals or committees.					FGB
	To regulate the GB procedures (where not set out in law)					FGB
Federations	To consider forming a federation or joining an existing federation					FGB
	To consider requests from other schools to join the federation					FGB
	To leave a federation					FGB
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Inclusion an equality	To establish and review a special educational needs (SEN) policy.					FGB
	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.			x		HT to write and review and FGB to review
	To designate a 'responsible person' for children with SEN in community, voluntary and foundation schools			x		HT



	To designate a 'responsible person' for looked after children in community, voluntary and foundation schools			x		HT
	To establish an accessibility plan and review it every three years.			x		HT to write, F&P
	To establish and review annually a child protection policy and relevant procedures.			x	x	PCC

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Academies	To write the annual report to EFA after year end		x	x	x	FGB
	To write annual report to companies house by 9 months after year end.		x	x	x	FGB

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