

Reay Primary School Governing Body Delegation Planner 2023-4

This planner shows to which level the governing body may legally delegate functions. And to which level the functions have been delegated to at Reay Primary School for the year 2023-2024. The planner should be read in conjunction with the Governor's 'Financial Regulations and Scheme of Delegation'

Key

Full Governing Board (FGB), Resources Committee (RC), Pay Committee (PC), Achievement & Standards Committee (ASC), An individual governor (IG), Head Teacher (HT) School Governor (SG) and Co-Chair of Governors (CO-CHAIR)

X Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

? Although it is legally possible to delegate to this level, it is not recommended.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	Level				Delegated to:
		FGB	ASC, RC PC,	IG	HT	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓	x	x	RC
	To monitor monthly expenditure.	✓	✓	?	✓	RC
	To establish a charging and remissions policy	✓	✓	?	?	RC
	To enter into contracts (GB should agree financial limits)	✓	✓	?	✓	RC
Staffing	Appoint selection panel for headteacher	✓	x	x	x	FGB
	Appoint selection panel for deputy head	✓	x	x	x	FGB
	Appoint selection panel for other members of the senior leadership team	✓	?	?	✓	HT/FGB
	Appoint other teachers	?	?	?	✓	HT
	Appoint non teaching staff	?	?	?	✓	HT
	To put in place a pay policy	✓	✓	?	x	FGB
	To decide upon pay discretions in line with the pay policy and legal requirements.	?	✓	?	x	FGB/ PC
	Dismissal of headteacher	✓	✓	x	x	FGB
	Initial dismissal of other staff	?	?	?	✓	ASC
	Suspending head	✓	✓	✓	x	FGB
	Suspending staff (except headteacher)	?	?	?	✓	HT
	Ending suspension (headteacher)	✓	✓	✓	x	FGB
Ending suspension (except headteacher)	✓	✓	✓	x	Disciplinary Panel	

	Function	Level				Delegated to
		FGB	RC, BC	ASC,	IG	
	Setting the overall staffing structure	✓	✓	?	?	RC
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	?	x	RC
	Determining dismissal payments/early retirement	✓	✓	?	x	RC
	To produce and maintain a central record of recruitment and vetting checks	?	?	?	✓	HT
	Standards of teaching	✓	✓	?	✓	ASC
	Progress and attainment of pupils	✓	✓	?	✓	ASC
	Target setting for pupils	✓	✓	x	✓	HT
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓	x	x	✓	FGB
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	?	✓	ASC/HT
	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/ASC
	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.	?	?	?	✓	PWC/HT
Extended schools	To decide whether to offer additional activities and what form these should take	✓	?	?	?	HT
	To put into place the additional services provided	?	?	?	✓	HT
	To decide whether to stop providing additional activities.	✓	?	?	?	HT
Performance management	To formulate and review teacher appraisal policy	✓	✓	?	x	ASC
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	?	x	FGB
	To carry out appraisal of other teachers.	x	x	x	✓	HT

Area	Function	FGB	ASC, RC/PC	IG	HT	Delegated to
Discipline/ exclusions	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	x	x	x	✓	HT/ ASC
	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	x	ASC
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	✓	✓	x	X	FGB
	Admissions: application decisions (VA, foundation and special schools)	?	✓	X	x	N/A
	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	x	RC/FGB
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	?	?	x	RC
	Develop school buildings and site master plan	✓	✓	?	✓	HT
	Maintenance of buildings and site	?	✓	x	✓	HT
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓	x	x	RC
	To ensure that health and safety regulations are followed	?	?	?	✓	HT
School organisation	To publish proposals to change category of school	✓	✓	x	X	FGB
	To decide whether to convert to academy status	✓	x	X	x	FGB
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	?	x	X	FGB
	To ensure that school lunch nutritional standards are met	?	?	?	✓	RC
	To ensure provision of free meals to those pupils meeting the criteria	?	?	?	✓	RC
	To establish a data protection policy and review it at least every two years.	?	✓	?	✓	RC
	Maintain a register of pupil attendance	?	?	?	✓	FGB

	Function	FGB	ASC, RC,PC	IG	HT	Delegated to
Information for parents	Adopt and review the home-school agreement	✓	✓	?	✓	ASC
	Establish, publish and review a complaints procedure.	✓	✓	?	✓	RC
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	?	✓	RC
GB procedures	To draw up an instrument of government and any amendments thereafter	✓	x	x	x	FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓	x	x	x	FGB
	To appoint and dismiss the clerk	✓	✓	?	?	Co-Chair
	To appoint and remove co-opted governors.	✓	x	x	x	FGB
	To set up a register of governors' business interests	✓	✓	?	x	Chair
	To approve and set up a governors expenses scheme	✓	✓	?	?	RC
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓	x	x	x	FGB
	To regulate the GB procedures (where not set out in law)	✓	x	x	x	FGB
Federations	To consider forming a federation or joining an existing federation	✓	x	x	x	FGB
	To consider requests from other schools to join the federation	✓	x	x	x	FGB
	To leave a federation	✓	x	x	x	FGB
Inclusion and equality	To establish and review a special educational needs and disabilities (SEND) policy	✓	x	x	x	ASC/HT
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years	✓	✓	?	✓	ASC
	To designate a "responsible person" for children with SEND in community, voluntary and foundation schools	✓	✓	?	✓	HT
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	?	✓	HT
	To establish an accessibility plan and review it every three years.	✓	✓	?	✓	RC/HT
	To establish a review spiritual and cultural (SMSC) policy in school	✓	✓	?	✓	ASC
	To establish and review annually a safeguarding child protection policy and relevant procedures.	✓	✓	?	✓	ASC/HT

Agreed at the meeting of the Schools Governing Board on 19th October 2023

1. Signed: _____ Print name: _____

Co Chair of GB

Date: _____