

## Federation of Shalfleet and Yarmouth Primary Schools

### GOVERNING BODY DECISION PLANNER 2023-24

**THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS**

#### KEY

Level 1: Full governing body

Level 2: A committee of the governing body or Portfolio Holder

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

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

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan and mid year budget plan for each financial year	FG			
	2	To monitor monthly expenditure.		F		
	3	To establish a charging and remissions policy		F		
	4	Miscellaneous financial decisions including signing off of SFVS	FG	F		
	5	To enter into contracts (GB to agree financial limits)	FG	F		
	6	To make payments				HT
<b>Staffing</b>	7	Headteacher appointments (selection panel)	FG			
	8	Deputy appointments (selection panel)	FG			
	9	Appoint other teachers (selection panel)		S		HT
	10	Appoint non- teaching staff (selection panel)		S		HT
	11	Agree a pay policy	FG	P		
	12	Pay discretions	FG	P		
	13	Establishing disciplinary/capability procedures	FG	S		
	14	Dismissal of headteacher	FG			
	15	Dismissal of other staff	FG			
	16	Suspending head	FG			
	17	Suspending staff (except head)		S		HT
	18	Ending suspension (head)	FG			

	19	Ending suspension (except head)		S		
	20	Determining staff complement	FG	S		
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	FG			
	22	Determining dismissal payments/ early retirement	FG	S		
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		S		HT
	24	To establish a curriculum policy				HT
	25	To implement curriculum policy				HT
	26	To agree or reject and monitor curriculum policy		S		
	27	Responsible for standards of teaching	FG			
	28	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)		St		
	29	Responsibility for individual child's education				HT
	30	Provision of sex education – to establish and keep up to date a written policy		St		
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues		St		
	32	To establish a charging and remissions policy for activities		F		
<b>Performance Management</b>	33	To formulate a performance management policy		PM		
	34	To establish a performance management policy		PM		
	35	To implement the performance management policy				HT
	36	To review annually the performance management policy	FG	HTPM		
<b>Target Setting</b>	37	To set and publish targets for pupil achievement		St		HT
<b>Discipline/Exclusions</b>	38	To establish a behaviour policy	FG	St		
	39	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		St		

		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)				
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	FG			
<b>Admissions</b> <b>Not applicable</b>	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)				
	42	To consult annually before setting an admissions policy (VA and Foundation schools)	FG			
<b>Not applicable</b>	43	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA				
<b>Not applicable</b>	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body)				
	45	Admissions: application decisions (VA, Foundation and special schools) (selected committee)	FG			
	46	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)	FG			
<b>Religious Education</b>	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus		SIAMS		
<b>Not applicable</b>	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)				
	49	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)	FG			
<b>Not applicable</b>	50	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools				

		not covered in 49 above)				
<b>Collective Worship</b>	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				HT
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				HT
<b>Not applicable</b>	53	Arrangements for collective worship (schools without religious character (after consulting GB)				
	54	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)		SIAMS		
<b>Premises &amp; Insurance</b>	55	Buildings insurance and 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)		F		
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)		Prem		
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	FG	Prem.		
<b>Health &amp; Safety</b>	58	To institute a health and safety policy (in community and VC schools this would be the LA)	FG			
	59	To ensure that health and safety regulations are followed		Prem.		HT
<b>School Organisation</b>	60	To publish proposals to change category of school	FG			
<b>Not applicable</b>	61	Proposal to alter or discontinue voluntary foundation or foundation special school				
	62	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	FG			
	63	To ensure that the school meets for 380 sessions in a school year	FG			
<b>Not applicable</b>	64	To ensure that school lunch		?		HT

		nutritional standards are met where provided by the governing body.				
<b>Information for Parents</b>	65	To prepare and publish the school prospectus	FG	C		HT
<b>No longer applicable</b>	66	To prepare and publish the school profile				
	67	To ensure provision of free school meals to those pupils meeting the criteria				HT
	68	Adoption and review of home-school agreements		C		
<b>GB Procedures</b>	69	To draw up instrument of government and any amendments thereafter	FG			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	FG			
	71	To appoint and dismiss the clerk to the governors	FG			
	72	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	FG			
	73	To appoint and remove co-opted or sponsor governors.	FG			
	74	To set up a Register of Governors' Business Interests	FG			
	75	To approve and set up a Governors Expenses Scheme		F		
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	FG			
	77	To consider whether or not to exercise delegation of functions to individuals or committees	FG			
	78	To regulate the GB procedures (where not set out in law)	FG			
<b>Federations</b>	79	To consider forming a federation or joining an existing federation	FG			
	80	To consider requests from other schools to join the federation	FG			
	81	To leave a federation	FG			
<b>Extended Schools</b>	82*	To decide to offer additional activities and to what form these should take		C		
	83	To put into place the additional services provided		C		HT
	84	To ensure delivery of services provided		C		HT
	85*	To cease providing extended	FG			

		school provision				
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\*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

The Federation will operate with one Chair, and one Vice Chair for the year 2023/24

Ratified by Full Governing Body

Date:

FG – Full Governing Board

HT – Headteacher

F – Finance

S – Staffing

P – Pay

St – Standards

Pm – Perf. Man.

Prem. – Premises

C - Community

Discip - Disciplinary