

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

GOVERNING BOARD DECISION PLANNER

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

KEY

- Level 1: Full Governing Board
Level 2: A committee of the Governing Board
Level 3: An Individual Governor
Level 4: Principal

DELEGATED FUNCTIONS

- A Governors Admissions Panel
C Governors Committee (established as required)
CG Chair of Governors (or vice-chair if unavailable) action
D Discipline Panel
AC Achievement
RF Resources and Finance
GB Full Governing Board
HS Healthy School Governor
P Principal
SN Special Needs Governor

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 Board as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Budgets	1	To approve the first formal budget plan each financial year		RF		
	2	To monitor monthly expenditure.				P
	3	To establish a charging and remissions policy		RF		
	4	Miscellaneous financial decisions				P
	5	To enter into contracts (GB may wish to agree financial limits)				P
	6	To make payments				P
Staffing	7	Principal appointments (selection panel)	GB			
	8	Senior Vice/Vice Principal appointments (selection panel)	GB			
	9	Appoint other teachers				P
	10	Appoint non teaching staff				P
	11	Dismissal of Principal	GB			
	12	Dismissal of other staff		C		
	13	Suspending Principal		C		
	14	Suspending staff (except Principal)				P
	15	Ending suspension (Principal)		C		
	16	Ending suspension (except Principal)			CG	
	17	Staff Grievance Procedure				P
	18	Determining staff complement		RF		
	19	Determining dismissal payments/ early retirement		RF		
20	To maintain a Single Central Register				P	
Curriculum	21	To establish a curriculum policy				P
	22	To implement curriculum policy				P
	23	Responsible for standards of teaching				P
	24	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)				P
	25	Responsibility for individual child's education				P
	26	Provision of sex education – to establish and keep up to date a written policy		AC		
	27	To prohibit political indoctrination and ensuring the balanced treatment of political issues				P
	28	To establish a charging and remissions policy for activities (non NC based)		RF		
Performance Management	29	To formulate a performance management policy				P
	30	To establish a performance management policy		RF		
	31	To implement the performance management policy				P
	32	To review annually the performance management policy		RF		
Target Setting	33	To set and publish targets for pupil achievement				P

Discipline	34	To establish a written statement of behaviour principles		RF		
Exclusions	35	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)		D		
	36	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		D		
Admissions	37	To consult before setting an admissions policy (If no changes must consult within 7 years)		RF		
	38	Admissions: application decisions		A		
	39	To appeal against Local Authority directions to admit pupil(s)		A		
Religious Education	40	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				P
	41	Decision to revert to previous RE syllabus				P
	42	Decision to provide RE in line with locally agreed syllabus				P
Collective Worship	43	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				P
	44	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				P
	45	Arrangements for collective worship (after consulting GB)				P
Premises & Insurance	46	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)		RF		
	47	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)		RF		
	48	Procuring and maintaining buildings, including developing properly funded maintenance plan		RF		
Health & Safety	49	To ensure that health and safety regulations are followed				P
School Organisation	50	To publish proposals to change category of school	GB			
	51	Proposal to alter or discontinue academy	GB			
	52	To set the times of school sessions and the dates of school terms and holidays			CG	
	53	To ensure that the school meets for required sessions in a school year				P
	54	To ensure that school lunch nutritional standards are met where provided by the Governing Board.			HS	

Business	55	To monitor & review Risk Register		F		
Information For Parents	56	To prepare and publish the school prospectus				P
	57	To ensure provision of free school meals to those pupils meeting the criteria				P
	58	Adoption and review of home-school agreements			CG	
GB Procedures	59	To draw up instrument of government and any amendments thereafter	GB			
	60	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Board	GB			
	61	To appoint and dismiss the clerk to the governors	GB			
	62	To hold a full Governing Board meeting at least three times in a school year or a meeting of the temporary Governing Board as often may require	GB			
	63	To appoint and remove community or sponsor governors.	GB			
	64	To set up a Register of Governors' Business Interests	GB			
	65	To approve and set up a Governors Expenses Scheme			CG	
	66	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools			SN	
	67	To consider whether or not to exercise delegation of functions to individuals or committees	GB			
	68	To regulate the GB procedures (where not set out in law)	GB			
Federations	69	To consider forming a federation or joining an existing federation	GB			
	70	To consider requests from other schools to join the federation	GB			
	71	To leave a federation	GB			
Extended Schools	72	To decide to offer additional activities and to what form these should take	GB			
	73*	To put into place the additional services provided				P
	74	To ensure delivery of services provided				P
	75	To cease providing extended school provision	GB			

*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 Board.