

## GOVERNING BODY DECISION PLANNER 2018 - 2019

**Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation**

**KEY**

Level 1: Full Governing Body.

Level 2: A Committee of the Governing Body

Level 3: An individual Governor

Level 4: Headteacher.

Blank: Action could be carried out at any level by Governing Body or Headteacher.

Grey: Function cannot **legally** be carried out at this level.

Committee / Function	No	Action Sheet Tasks	Decision Level			
			LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Governing Body</b> <i>As required</i>	1.	Draw up the Instrument of Government and agree any amendments thereafter	✓			
<i>Autumn Term</i>	2.	Ensure that a School Strategic Plan (SSP) is in place and reviewed annually	✓			
<i>Summer Term</i>	3.	Approve the annual Financial budget	✓			
<i>As required</i>	4.	Determine the staffing structure for the School	✓			
<i>As required</i>	5.	Appoint Headteacher (selection panel)	✓			
		Appoint Deputy and Assistant Heads and Senior Support Staff (selection panel) taking advice from the Headteacher	✓			✓
<i>December meeting</i>	6.	Appoint Auditors	✓			
<i>December meeting</i>	7.	Review Admissions Policy and procedures annually	✓			
<i>Autumn Term</i>	8.	Decide the times of School Sessions and dates of School terms and holidays	✓			
<i>As required</i>	9.	Appoint (and remove) the Chairman and Vice-Chairman of the Governing Body	✓			

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<i>As required</i>	10.	Appoint and dismiss the Clerk to the Governors	✓			
<i>Termly</i>	11.	Hold a Governing Body meeting once a term	✓			
<i>1<sup>st</sup> meeting of the academic year</i>	12.	Review Governors' Allowances scheme annually	✓			
<i>December meeting</i>	13.	Establish and review annually the delegation of functions to individuals or Committees	✓			
<i>As required</i>	14.	Dismissal of Headteacher NB: GB must act through the <b><u>Dismissal Committee</u></b>		✓		
<i>As required</i>	15.	Dismissal of other staff NB: GB must act through the <b><u>Dismissal Committee</u></b>		✓		
<i>Strategy 1<sup>st</sup> meeting of the academic year</i>	16.	Review the Headteacher's salary annually taking advice from the Governors appointed for Performance Management		✓		
<i>1<sup>st</sup> term of the academic year</i>	17.	Undertake the Headteacher's Performance Management review.		✓		
<i>Education Spring Term</i>	18.	Ensure the Curriculum is balanced and broadly based		✓		
<i>On-going</i>	19.	Be responsible for day to day leadership and management of learning and teaching				✓
<i>As required</i>	20.	Establish, review and approve additional curriculum related policies		✓*		
<i>Autumn Term</i>	21.	Ensure provision of RE in line with statutory requirements		✓		
<i>Summer Term</i>	22.	Ensure all pupils take part in a regular act of collective worship and parents are informed of the right to withdraw their children.				✓

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<i>Summer Term</i>	23	Establish, review and approve annually the Child Protection & Safeguarding Policy. Detailed review may be delegated to the Education committee but approval rests with the Governing Body.	✓			
<i>As required</i>	24	Establish, review and approve additional student related policies		✓*		
<i>Autumn Term</i>	25	Set and publish Targets for pupil achievement and monitor progress		✓		✓
<i>As required</i>	26	Review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions in accordance with current regulations. Permanent exclusions will be managed through a dedicated Discipline Committee		✓		
<i>As required</i>	27	Establish, review and approve all policies relating to the Boarding house		✓*		
<i>As required</i>	28	Establish and review the Access Plan with due regard to current legal requirements.		✓		
<i>As required</i>	29	Establish, review and approve community related policies		✓*		
<i>As required</i>	30	Establish, review and approve all Equality policies		✓*		
<i>Autumn Term</i>	31	Establish, review and approve a SEN Policy  Appoint a responsible person		✓*  ✓		
<i>Summer Term</i>	32	Adoption and review of home-school agreement		✓*		
<i>As required</i> <i>Autumn Term</i>	33	Establish, review and approve the school's Educational Visits policy, ensuring adherence to all relevant safety and emergency procedures. Receive an annual report on trips undertaken		✓*		
<i>On-going</i>	34	Ensure that the Government standards for food in Schools are met.		✓		

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<b>Personnel</b> <i>Summer Term</i>	35.	Ensure the School operates Safe Recruitment practices.		✓		
<i>Autumn Term</i>	36.	Ensure that appropriate checks are carried out for all new Staff who will work with children				✓
<i>Spring Term</i>	37.	Establish, review and approve annually a Performance Management Policy		✓*		
<i>As required</i>	38.	Establish, review and approve the Pay Policy		✓*		
<i>Summer Term</i>	39.	Review teachers' salary annually taking advice from the Headteacher.		✓		
<i>As required</i>	40.	Establish, review and approve all other staff related policies and procedures. Apply policies where necessary		✓*		
<i>As required</i>	41.	Establish, review and approve the Data Protection policy and ensure conformity with the requirements of GDPR		✓*		
<i>As required</i>	42.	Appoint other teachers (Governing Body may be involved in the selection panel)				✓
<i>As required</i>	43.	Appoint non-teaching staff (Governing Body may be involved in the selection panel)				✓
<i>Summer Term</i>	44.	Ensure compliance with guidelines for Newly Qualified Teachers		✓		
<i>As required</i>	45.	Advise on implications of Equal Opportunity legislation		✓		
<b>Finance</b> <i>Termly</i>	46.	Ensure the School undertakes proper financial planning, monitoring and probity. Ensure that robust financial procedures are in place.		✓		
<i>As required</i>	47.	Establish, review and approve annually all relevant finance related policies		✓*		
<i>December</i>	48.	Approve the annual financial statements that form part of the annual report. Preparation and detailed review is delegated to the Finance Committee but approval rests with the Governing Body.	✓			

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<i>Termly</i>	49.	Monitor key financial performance measurements regularly		✓		
<i>As required</i>	50.	Approve contracts and leases in line with the Financial Scheme of Delegation		✓		
<i>As required</i>	51.	Enter into contracts (below set financial limit)			✓	
<i>Autumn Term</i>	52.	Appoint a Responsible Officer		✓		
<b>H&amp;S</b> <i>As required</i>	53.	Establish, review and approve a Health and Safety Policy.		✓*		
<i>Termly</i>	54.	Ensure that Health and Safety regulations are followed.				✓
<b>Information for Parents</b> <i>As required</i>	55.	Prepare and publish key information online including Pupil Premium, Curriculum by Year and Subject, Admission Arrangements, various policies, links to Ofsted Reports and Performance Data				✓
<i>As required</i>	56.	Ensure that each year a report on each pupil's educational achievements is forwarded to his parents/carers.				✓
<i>As required</i>	57.	Ensure provision of Free School Meals to those pupils meeting criteria				✓
<i>As required</i>	58.	Ensure the School complies with published Scheme for the Freedom of Information				✓

This planner assumes that:

- The full Governing Body is responsible for establishing plans and policies and setting targets.
- Committees may have delegated authority to monitor, evaluate and review particular plans, policies and targets. The Committee must still report the outcome to the full Governing Body which remains legally responsible and accountable.
- The Headteacher and Staff play the major role in formulating plans, policies and targets to bring to the Committees and/or Governing Body for discussion prior to adoption by the full Governing Body.
- The Headteacher is responsible for implementing the strategic framework and for internal organisation, management and control of the School and is accountable to the Governing Body.
- \* The review of specific policies, in accordance with the school's policy review schedule, may be delegated to an individual Governor but all policies need to be brought before the respective committee for approval.