



## GOVERNING BOARD DECISION PLANNER SCHEME OF DELEGATION 2024 - 2025

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

**KEY**

Level 1: Full governing Board = FG  
 Level 2: A committee of the governing Board  
     DC Discipline Committee  
     PC Pay Committee

Level 3: An individual governor  
 Level 4: Headteacher = HT

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
<b>Budgets</b>	1	To approve the first formal budget plan each financial year		FG		
	2	To monitor monthly expenditure.		FG		HT
	3	To establish a charging and remissions policy		FG		HT
	4	Miscellaneous financial decisions		FG		HT
	5	To enter into small contracts with a total value less than £1,000	FG	FG		HT
	6	To order goods and services up to the value of £10,000				HT
	7	To make and approve virements up to £5,000		FG		
<b>Staffing</b>	8	Headteacher appointments (selection panel)	FG			
	9	Deputy appointments (selection panel)	FG			
	10	Appoint other teachers		FG		HT
	11	Appoint non teaching staff		FG		HT
	12	Agree a pay policy	FG			
	13	Pay discretions	FG	PC		
	14	Establishing disciplinary/capability procedures	FG			
	15	Dismissal of head teacher	FG			
	16	Dismissal of other staff	FG			
	17	Suspending head	FG			
	18	Suspending staff (except head)				HT
	19	Ending suspension (head)	FG			
	20	Ending suspension (except head)	FG			
	21	Determining staff complement	FG			



# Queensgate Foundation Primary School



	22	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	FG			
	23	Determining dismissal payments/ early retirement		FG		
<b>Curriculum</b>	24	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	FG			
	25	To establish a curriculum policy				HT
	26	To implement curriculum policy				HT
	27	To agree or reject and monitor curriculum policy	FG	FG		
	28	Responsible for standards of teaching	FG	FG		HT
	29	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)	FG	FG		
	30	Responsibility for individual child's education		FG		HT
	31	Provision of sex education – to establish and keep up to date a written policy	FG			HT
	32	To prohibit political indoctrination and ensuring the balanced treatment of political issues	FG			HT
	33	To establish a charging and remissions policy for activities (non NC based)		FG		HT
<b>Performance Management</b>	34	To formulate a performance management policy		FG		HT
	35	To establish a performance management policy	FG			
	36	To implement the performance management policy				HT
	37	To review annually the performance management policy	FG			
<b>Target Setting</b>	38	To set and publish targets for pupil achievement	FG			
<b>Discipline Exclusions</b>	39	To establish a discipline policy	FG			
	40	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)		DC		
	41	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		DC		
<b>Admissions</b>	42	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 Board)	FG			
	43	To consult annually before setting an admissions policy (VA and Foundation schools)	FG			
	44	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	NA			
	45	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing Board)	FG			
	46	Admissions: application decisions (VA, Foundation and special schools)	FG			
	47	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</b>	48	Responsibility for ensuring provision of RE in line with school's	FG			



# Queensgate Foundation Primary School



<b>Education</b>		basic curriculum (all schools) NB this must fall into line with locally agreed syllabus				
	49	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	FG			HT
	50	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			HT
	51	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)	FG			HT
<b>Collective Worship</b>	52	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				HT
	53	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
	54	Arrangements for collective worship (schools without religious character (after consulting GB)				HT
	55	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)		FG		
<b>Premises &amp; Insurance</b>	56	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)	FG			
	57	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)	FG			
	58	Procuring and maintaining buildings, including developing properly funded maintenance plan	FG			
<b>Health &amp; Safety</b>	59	To institute a health and safety policy (in community and VC schools this would be the LA)	FG			
	60	To ensure that health and safety regulations are followed	FG	FG		
<b>School Organisation</b>	61	To publish proposals to change category of school	FG			
	62	Proposal to alter or discontinue voluntary foundation or foundation special school	FG			
	63	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			
	64	To ensure that the school meets for 380 sessions in a school year	FG			
	65	To ensure that school lunch nutritional standards are met where provided by the governing Board.		FG		HT
<b>Information For Parents</b>	66	To prepare and publish the school prospectus		FG		HT
	67	To ensure provision of free school meals to those pupils meeting the criteria		FG		HT
	68	Adoption and review of home-school agreements	FG	FG		
<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 Board	FG			
	71	To appoint and dismiss the clerk to the governors	FG			
	72	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	FG			



# Queensgate Foundation Primary School



	73	To appoint and remove community 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	FG			
	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	FG			
	83	To put into place the additional services provided				HT
	84	To ensure delivery of services provided				HT
	85*	To cease providing extended school provision	FG			

*\*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.*