
It is important to note that the governing body as a whole remains responsible for any decision delegated. Any decisions taken must therefore be reported back to the governing body at the first available opportunity.

The planner sets out various tasks and indicates where responsibility for each can be delegated. The key for the boxes is set out in the following table:

Planner key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

The final column of the planner indicates who has the delegated authority. Where a task has more than one tick, the governing body decides who has delegated authority.

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Function	Task	Full governing body	Committee	Individual governor	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	Head Teacher
	Set up a consultation and consider responses	✓	✓	✓	✓	FGB
	Manage the application process		✓	✓	✓	Head Teacher and Chair
	Pass a resolution to convert	✓				FGB
Admissions	Foundation and voluntary aided schools must consult on the school admissions policy every seven years, or when proposing changes (this does not apply to community or voluntary controlled schools)	✓	✓			n/a
	Foundation and voluntary aided schools must establish an independent appeals panel relating to admission decisions	✓	✓			n/a
Behaviour and exclusions	Approve a behavior policy	✓	✓			Monitoring
	Make a written statement of general principles to guide the headteacher in determining measures to promote good behaviour and discipline	✓				FGB
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances (can be delegated to the chair or vice-chair in cases of urgency)	✓	✓			FGB
Collective worship	In community and non-faith foundation schools, the headteacher is responsible for collective worship after consulting the governing body				✓	Head Teacher
	In voluntary aided, voluntary controlled and foundation schools with a religious character, the governing body is responsible for collective worship (after consulting with headteacher)	✓	✓	✓		n/a

Function	Task	Full governing body	Committee	Individual governor	Headteacher	We have delegated this to:
Curriculum	Ensure National Curriculum taught to all pupils and to consider any disapplication for pupil(s)				✓	Head Teacher
	Establish a curriculum policy				✓	Head Teacher
	Ensure high standards of teaching				✓	Head Teacher
	Approve and maintain a written sex and relationship education policy	✓	✓	✓	✓	Monitoring Committee
	Set targets for pupil achievement	✓	✓	✓	✓	Monitoring Committee
	Ensure provision of religious education				✓	Head Teacher
Extended services	Approve the provision of extended services	✓	✓			FGB
	Implement additional service provision				✓	Head Teacher
	Ensure delivery of services provided				✓	Head Teacher
	Cease providing extended school provision	✓	✓			FGB
Finance and budgets	Approve the formal budget plan each financial year	✓	✓			Finance Committee and FGB
	Monitor school finances		✓			Finance Committee
	Approve a charging policy	✓	✓			Finance Committee
	Decide how far to delegate spending power to the headteacher and set financial limits	✓	✓			FGB
	Enter into contracts and make payments (depending on financial limits set by governing body)	✓	✓	✓	✓	Finance Committee
	Complete the Schools Financial Value Standard (SFVS)	✓	✓			Finance Committee
	Ensure pupil premium funding is being spent on improving attainment for eligible pupils				✓	Head Teacher

Function	Task	Full governing body	Committee	Individual governor	Headteacher	We have delegated this to:
Governing body procedures	Draw up instrument of government and any amendments thereafter	✓				FGB
	Appoint (and remove) the chair and vice chair of the governing body	✓				FGB
	Appoint and remove the clerk to the governors	✓				FGB
	Hold a full governing body meeting at least three times every year	✓				FGB
	Set up and maintain a governing body register of interests	✓				FGB
	Approve a governors' allowances and expenses policy	✓	✓			FGB
	Delegate functions to individuals or committees	✓				FGB
Health & Safety	Approve a health and safety policy	✓	✓			Premises Committee
	Organise health and safety checks in the school				✓	HT
	Ensure health and safety policy is being implemented	✓	✓	✓		H&S Lead Governors
Parents and the community	Ensure information on the website is up to date and compliant with the School Information Regulations				✓	HT & Clerk
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓			FGB
	Approve a complaints procedure	✓	✓			FGB
	Make sure the school complies with the Freedom of Information Act 2000				✓	Head Teacher
Pupil wellbeing	Ensure the provision of free school meals to those pupils meeting the criteria				✓	Head Teacher

Function	Task	Full governing body	Committee	Individual governor	Headteacher	We have delegated this to:
	Ensure school food standards are being met				✓	Head Teacher
	Appoint a designated teacher to promote the educational achievement of looked after children on the school roll				✓	Head Teacher
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publish equality objectives and information about how it is doing this	✓	✓	✓	✓	Monitoring Committee
	Make arrangements for supporting pupils with medical conditions				✓	Head Teacher
	Approve a policy on supporting pupils with medical conditions	✓	✓	✓	✓	Monitoring Committee
School organisation	Set the times of school sessions and the dates of school terms and holidays	✓	✓	✓	✓	Head Teacher
	Ensure that the school meets for 380 sessions in a school year				✓	Head Teacher
Staff performance and pay	Approve a performance management policy	✓	✓			Pay and Performance Committee
	Implement the performance management policy				✓	Head Teacher
	Review the performance management policy annually	✓	✓	✓		Pay and Performance Committee
	Approve a pay policy	✓				FGB
	Approve pay recommendations		✓			Pay and Performance Committee
Staff recruitment, management and structure	Establish a selection panel to recruit a headteacher or deputy headteacher	✓				FGB
	Appoint other teachers				✓	Head Teacher
	Appoint non-teaching staff				✓	Head Teacher

Function	Task	Full governing body	Committee	Individual governor	Headteacher	We have delegated this to:
	Ensure safer recruitment procedures are applied	✓				FGB
	Approve disciplinary/capability procedures	✓				FGB
	Dismiss the headteacher	✓				FGB
	Dismiss other staff				✓	Head Teacher
	Suspend the headteacher	✓	✓	✓		FGB
	Suspend other staff				✓	Head Teacher
	Approve staffing structure changes	✓	✓			Personnel Committee
	Determine dismissal payments/early retirement	✓	✓	✓	✓	Finance Committee

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