

# Little Paxton Primary School – Delegation of Decisions

Reviewed October 2018

Next review due October 2019



This planner has been completed and agreed by the Governing Body using a tool supplied by Cambridgeshire School Governance Team, which was itself adapted from a DFES Decision Planner (2005). It has been updated over time to include additional tasks such as those included in the Governors' Handbook.

Continued de-regulation has given governing bodies more and more discretion to make decisions about the school. In determining where particular responsibilities lie the Governing Body has been mindful of:

- Whether leaving key or difficult decisions to an individual might leave her/him very exposed;
- The impact that the delegation of routine tasks could have (for example giving greater time for discussion of important issues);
- The need for some tasks to be carried out by an individual governor so that other governors are not involved or 'contaminated' before a possible appeal.

## KEY

Level 1: Decision to be taken by full governing body

Level 2: Decision to be delegated to a committee of the governing body

Level 3: Decision to be delegated to an individual governor

Level 4: Decision to be delegated to head.

Level 5: Headteacher day-to-day management

An "X" in a column indicates the responsibility has been delegated to that level (with an indication of the relevant committee/individual if appropriate).

N/A denotes the task is not applicable to Little Paxton School.

### Note: the following were indicated on the original planner

Column blank: Action could be undertaken at this level.

Column blocked off: You must not delegate.

Column with lighter shading: Not recommended at this level.

## Abbreviations:

C&S = Curriculum & Standards Committee

Fin = Finance Committee

Pers = Personnel Committee

S&B = Site & Buildings Committee

Sal = Salary Committee

Discip = Discipline Committee

Dism = Dismissal Committee

Appe = Appeals Committee

HTPM = Head Teacher's

Performance Management Panel

CP Gov = Governor with responsibility for Child Protection and Safeguarding

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)				X	
Curriculum	To consider any disapplication from National Curriculum for pupil(s)				X	
Curriculum	Academies – To ensure that the curriculum meets the requirements set out in the Academy Trust’s Funding Agreement.	-----	-----	N/A	-----	-----
Curriculum	To draft a curriculum policy <b>This duty was lifted from September 2012.</b> If schools choose to adopt such a policy, it should be “broad brush” – it is not intended for this policy to be a detailed map of all secular curriculum activities.					X
Curriculum	To monitor evaluate and review implementation of any curriculum policy that the GB chooses to have		X C&S			
Curriculum	To ensure that a school meets for 380 sessions in a school year. (Does not apply to PRUs)		X C&S			
Curriculum	Governors to set the times of school sessions and the dates of school terms and holidays ( <b>Foundation &amp; VA schools and the Trust for Academies and Free schools</b> )	-----	-----	N/A	-----	-----
Curriculum	To ensure that the curriculum promotes community cohesion in Maintained Schools and Academies		X C&S			

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	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)				X	
Curriculum	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.				X	
Curriculum	To monitor and evaluate standards of teaching					X
Curriculum	To take responsibility for individual child's education					X
Curriculum	To make and keep up to date a written policy on Sex Education All governing bodies must have a written statement of whatever policy they adopt on sex education and make it available to parents.  SRE is embedded in Personal, Social, Health and Economic (PSHE) education to ensure that pupils consider the moral aspects of sex education		X C&S			
Curriculum	To prohibit political indoctrination and ensuring the balanced treatment of political issues				X	
Curriculum	SECONDARY SCHOOLS ONLY To provide careers advice in line with legislation.	-----	-----	N/A	-----	-----

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	Assessment: The head teacher and governing body must provide access to the school's premises and records for the LA staff undertaking monitoring visits.				X	
Curriculum	To review and amend curriculum policies <b>and to</b> ensure inclusion (in regard to the protected characteristics of Equality legislation).				X	
Curriculum	To ensure that the school appoints and trains a Special Educational Needs Coordinator (SENCO) Ensure any newly qualified SENCO (defined as within 12 months of becoming a SENCO) gains a nationally approved training qualification, known as the "National Award for Special Educational Needs Co-ordination" within three years of appointment.				X	
Curriculum	To discharge other duties in respect of pupils with special educational needs.  The governing body should decide, with the head teacher, the school's general policy and approach to meeting children's SEN, including those with and without statements. It must set up appropriate staffing and funding arrangements and oversee the school's work. The general duties of governing bodies and the "responsible person" are set out in full in paragraphs 1:16 to 1:22 of the SEN Code of Practice.				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	To ensure that the school has appointed a designated teacher to support achievement of looked after children. Academies and free schools are under an obligation to do this through their funding agreements.				X	
Curriculum	Governors should be aware of guidance to promote mental health for all children and promote this guidance.			X		
Curriculum	The governing body must ensure that teacher assessment results for Key Stage 1 are sent to the LA (or, in the case of Academies and Free Schools, the LA or another accredited provider). Schools will be required to administer a phonics screening check to their pupils at the end of the first year of Key Stage 1				X	
Curriculum	To monitor pupil achievement.				X	
Curriculum	SECONDARY ONLY To decide that pupils attend instruction and training outside school premises for the purposes of: <ul style="list-style-type: none"> <li>curriculum delivery</li> <li>improving behaviour</li> </ul>	-----	-----	N/A	-----	-----
Curriculum	SECONDARY ONLY Decision of which pupils it is appropriate to attend instruction and training outside school premises	-----	-----	N/A	-----	-----
Curriculum	To ensure that the school appoints and trains an Educational Visits Coordinator (EVC)				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	To liaise with EVC to monitor and evaluate learning outside of the classroom			X		
Religious Education	To provide RE in line with school's basic curriculum. Parents have the right to withdraw their children from all or part of any maintained school's RE provision and schools should make them aware of this right.					X
Religious Education	To ensure provision of RE in line with school's basic curriculum. (Monitoring)					X
Religious Education	To decide RE syllabus <b>(in Foundation, VA, VC schools ONLY)</b>	-----	-----	N/A	-----	-----
Collective Worship	In all maintained schools for the headteacher to ensure that all pupils provided with a daily act of collective worship (after consulting GB) Parents have the right to withdraw their children from all or part of attendance at worship and the school should make them aware of this right.				X	
Collective Worship	To make arrangements for collective worship <b>in Foundation schools of religious character, VC or VA schools</b> (after consulting head)	-----	-----	N/A	-----	-----
Collective Worship	To make arrangements for collective worship in schools without religious character (after consulting GB)				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Collective Worship	To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB)				X	
Pupil Voice	To plan and coordinate strategies to collect and consider pupil views	X				
Behaviour	To decide a discipline and behaviour policy	X				
Behaviour	To consider use of penalty notices	X				
Behaviour	Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.					X
Behaviour	Provide suitable full-time education for excluded pupils of compulsory school age from the sixth school day of a fixed-period exclusion. The only exceptions to this are pupils who have no further public examinations to take and pupils with a statement of special educational needs specifying fewer hours' education than the number of hours provided for pupils in full-time education)					X
Behaviour	To arrange for requested pupil(s) to be directed off-site in order for them to receive educational provision which is intended to improve their behaviour . (Maintained schools only at the moment, anomaly to be resolved by DfE )				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Behaviour	The governing body must review certain exclusions and must consider any representations about an exclusion made by the parents of the excluded pupil. When carrying out their functions in relation to exclusions, governing bodies must have regard to statutory departmental guidance.		X Discip			
Behaviour	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					X
Behaviour	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)		X Discip			
Behaviour	To direct reinstatement of excluded pupils		X Appe			
Behaviour	To review the overall pattern and use of exclusions within the school.	X				
Behaviour	The attendance policy should reflect the LA's attendance strategy and should be endorsed by the school governors.	X				
Behaviour	To monitor and review pupil attendance	X				
Behaviour	School roll - the governing body must make manual registers or, in the case of computerised registers, both the computerised register and additional back-up copies, available to school inspectors and anyone authorised by the LA.				X	



Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Behaviour/ Attendance	<p>The governing body must inform the LA of any pupil who is going to be removed from roll where they:</p> <ul style="list-style-type: none"> <li>• taken out of school by their parents and are being educated outside the school system</li> <li>• have moved away from the area and is not known to have registered at another school;</li> <li>• have a medical condition that prevents them from attending school;</li> <li>• have a custodial sentence of more than four months and will not be returning to the school at the end of that period;</li> <li>• have been permanently excluded.</li> </ul>				X	
Behaviour	To decide whether parenting contracts should form part of the school's attendance policy	X				
Behaviour	To implement parent contracts				X	
Behaviour	To decide if there should be a school uniform and other rules relating to appearance after consultation.	X				
Pupil Welfare	To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (unless responsibility retained by LA)				X	
Pupil Welfare	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Pupil Welfare	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task	X				
Pupil Welfare	To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority			X CP Gov		
Pupil Welfare	To ensure that they comply to the Equalities Act 2010 and other related legislation to not discriminate against disabled people in their access to education	X				
Pupil Welfare	To support children with additional health needs through appropriate policies				X	
Parents	To ensure School Prospectus information is published on school website, Schools may stop writing and publishing a prospectus from 2012 but retain the freedom to choose whether they wish to continue marketing themselves in this way. Academies and Free Schools are required to publish information through their funding agreements. The new model funding agreement requires Academies and Free Schools to publish the same information as maintained schools.	X				
Parents	To publish on the website how the pupil premium funding is being spent and the impact on learning				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Parents	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community.	X				
Parents (Maintained schools, Free Schools and Academies)	To adopt and review home-school agreements 2012 - The Department has revised the statutory guidance which schools need to be mindful of when drafting their agreements. This guidance can be accessed at <a href="http://www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa">www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa</a>	X				
Parents	To ensure that the school has an effective complaints policy. In Cambridgeshire schools can adopt the LA policy.	X				
Parents	To hear complaints		Complaints Panel			
Parents	To ensure that parents are provided with a Privacy Notice explaining how the school will use information provided by parents. Model privacy notice on DfE website.				X	
Parents	To publish a Freedom of Information Scheme				X	
Parents	To respond to Freedom of Information requests				X	
Parents	To make available for inspection, to any interested person, a copy of the agenda, signed minutes and reports or papers considered at a governing body meeting as soon as is reasonably practical.				X	
Parents	To ensure that school lunch nutritional standards are met.				X	

Community	To consider matters relating to the role of the school in the community, including public relations.				X	
Community	To ensure that the school contributes to community cohesion				X	
Extended Activities in Schools	To decide whether to offer extended activities in schools.				X	
Extended Activities in Schools	EARLY YEARS SETTINGS:To ensure that any childcare for children under the age of three provided directly by the school is registered with Ofsted and any other childcare provided is registered where necessary or appropriate.				X	
Extended Activities in Schools	To ensure that in providing extended activities or services, these do not conflict unduly with their statutory duties in particular their duty to promote high educational achievement in the school .				X	
Finance Academies	Please refer to the Financial Handbook	-----	-----	N/A	-----	-----
Finance	To prepare the first formal budget plan having regard to Best Value principles		X Fin			
Finance	To approve the first formal budget plan each financial year	X				
Finance	To monitor monthly expenditure.		X Fin			
Finance	To receive & consider monitoring reports at least 3 times per year		X Fin			
Finance	To approve the writing off of irrecoverable debts up to (£xxx) and the disposal of surplus and damaged equipment.	X >£5000	X Fin < £5000			
Finance	To enter into contracts (above set financial limit)	X >£10000	X Fin <£10000			
Finance	To enter into contracts (below set financial limit) for periods up to 3 years				X <£3000	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Finance	To approve/make payments according to approved system					X
Finance	To establish and review ordering and payment systems		X Fin			
Finance	To set a charging and remissions policy		X Fin			
Finance	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)				X	
Finance	To approve transfer between budget headings (virement) within agreed limits of (£XXXX)	X >£5000	X Fin <£5000		X <£1000	
Finance (Maintained Schools)	To receive, and where appropriate respond to reports from the Local Authority's auditors				X	
Finance	To ensure that school fund is properly audited for presentation to the GB				X	
Finance	To ensure that the school meets The Schools Financial Value Standard ( SFVS) For Maintained Schools. And complete questionnaire annually (Maintained Schools)				X	
Planning	To agree how the governing body will be involved in school self-evaluation.	X				
Planning	To collect, analyse and present data to inform school self-evaluation				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Planning	To consider evidence and judgements for school self-evaluation presented by the headteacher.	X				
Planning	To publish Ofsted report following inspection				X	
Planning	To ensure that recommendations following Ofsted inspection are incorporated into the School Plan	X				
Planning	To agree priorities for the School Plan	X				
Planning	To prepare draft school plan on agreed priorities					X
Planning	To approve School Plan	X				
Planning	To monitor School Plan overall	X				
Planning	To review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)		X Pers			
Planning	To agree a programme of Governing Body/committee meetings each academic year	X				
Planning	To agree the governing body training needs for the year	X				
Staffing	To be aware of their responsibilities under employment Law		X Pers			
Staffing (Maintained Schools)	The governing body must notify the local authority in writing of any vacancy for a head teacher post.		X Pers			
Staffing	To appoint headteacher (on recommendation of selection panel)	X				

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Staffing	To appoint Deputy Head (on recommendation of selection panel). The procedure for appointing a deputy head teacher is the same as that for head teachers. There is no legal obligation for a school to have a deputy head teacher, or a limit on how many deputies a school may have. The governing body must notify the local authority in writing where it identifies either a current or a new post to be filled (Maintained Schools)	X				
Staffing	<b>In VA and Foundation schools only</b> to agree whether or not the Director of Children's Services/diocesan authority should have advisory rights	-----	-----	N/A	-----	-----
Staffing	To appoint other teachers (governor representative on panel)				X	
Staffing	To ensure provision of appropriate support ,monitoring and assessment arrangements for newly qualified teachers ( NQTs) during their induction period.				X	
Staffing	To appoint teachers to leadership group (as defined by governors)	X				
Staffing	To appoint non teaching staff outside the leadership group (governor representative on panel)				X	
Staffing	To ensure that at least one person on the selection panel for head or deputy post has completed Safer Recruitment training	X				
Staffing	To ensure that at least one person on every selection panel for other posts has completed Safer Recruitment training	X				
Staffing	To ensure that all staff have necessary pre-employment checks and are on a fully completed Single Central Register				X	

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Staffing	To monitor that the staff safeguarding checks are complete and up-to-date			X CP Gov		
Staffing	To ensure that volunteers including governors have had the necessary pre-appointment checks depending on extent of unsupervised contact with children.				X	
Staffing	To review whole school pay policy	X				
Staffing	To decide on recommendations relating to the pay of all members of staff.		X Sal			
Staffing	To-establish disciplinary and grievance and capability procedures		X Pers			
Staffing	To implement disciplinary/capability procedures for staff				X	
Staffing	To dismiss headteacher (GB must act through Dismissal Committee)		X Dism			
Staffing	To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)				X	
Staffing	To suspend head		X Pers			
Staffing	To suspend staff (except head)				X	
Staffing	To end suspension (head)	X				
Staffing	To end suspension (except head)				X	
Staffing	To determine staff complement		X Pers			
Staffing	To approve applications for early retirement, secondment and leave of absence not covered by local agreements		X			



Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Staffing	To establish and annually review a written performance management policy (not legally required for Academies)		X			
Staffing	To implement the performance management of staff				X	
Staffing	To implement the performance management of and to delegate their reviewer's duties in their entirety to two or three individual governors		X HTPM			
Staffing	The governing body must appoint an external adviser to provide it with advice and support in relation to the management and review of the performance of the head teacher	X				
Staffing	To provide head teachers and teachers with a right of appeal against any of the entries recorded in their statement		X Appe			
Staffing	To draft and review a policy on absence management.		X Pers			
Staffing	To agree and monitor a training strategy for teachers, support staff and governors.		X Pers			
Staffing	To ensure the well being of the headteacher		X Pers			
Premises (Maintained Schools)	To obtain buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate				X	
Premises (Maintained Schools)	To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements				X	
Premises (Maintained Schools)	To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan		X S&B			

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Premises (Maintained Schools)	To review security of school premises and equipment.		X S&B			
Premises (Maintained Schools)	To agree level of maintenance service the school will buy from service providers.		X S&B			
Premises (Maintained Schools)	To research and be involved in drawing up an Accessibility Plan for the school		X S&B			
Premises (Maintained Schools)	To recommend a hiring policy to the governing body and to oversee its implementation.		X Fin			
Premises (Maintained Schools)	To approve hiring policy and charges		X Fin			
Premises (Maintained Schools)	If considering Academy conversion be aware of changes to the arrangements governing disposal of publicly funded land, and the transfer of such land to Academies (including Free Schools).	X				
Health & Safety	To establish a health & safety policy <b>in VA and Foundation schools</b> (in community and VC schools this would be done by the Local Authority).	-----	-----	N/A	-----	-----
Health & Safety	To implement health and safety arrangements					X
Health & Safety	To monitor health & safety arrangements		X S&B			

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Health & Safety	To ensure that suitable risk assessments are prepared and action taken to minimise risk.				X	
Health & Safety	To monitor accident book and agree appropriate action				X	
Admissions	To ensure that the admission policy published on the school website is correct for all year groups. This includes admission to Nursery and 6 <sup>th</sup> Form.				X	
Admissions Foundation and VA	To consult before setting an admissions policy	-----	-----	N/A	-----	-----
Admissions Foundation and VA	To implement Admissions Policy having regard to the Schools Admissions Code	-----	-----	N/A	-----	-----
Admissions Community and VC	To consult before setting an admissions policy	X				
Admissions Community and VC	To implement Admissions Policy having regard to the Schools Admissions Code	X				
Admissions Special Schools	To establish an admissions policy (where pupils do not have a statement) acting with the Local Authority.	-----	-----	N/A	-----	-----
Admissions Special Schools	To establish an admissions policy (where pupils have statements) – for Local Authority after consultation with the governing body.	-----	-----	N/A	-----	-----

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Admissions All schools	To appeal against Local Authority directions to admit pupil(s)	X				
Admissions	The new School Admissions Code that came into force in February 2012 makes clear that all children whose statement or EHCP of SEN names the school must be admitted. The Code applies to all maintained schools in England. Academies, which include Free Schools, are required by their Funding Agreement to comply with the Code and the law relating to admissions.				X	
Admissions	The governing body must admit a pupil whose statement or EHCP names their school. Before naming a school in a statement or EHCP, the LA must consult the governing body of that school.				X	
Organisation	Academies should refer to their Articles of Association	-----	-----	N/A	-----	-----
Organisation	Maintained Schools - To draw up an instrument of government and any amendments thereafter to be approved by the appropriate authority	X				
Organisation	To agree proposals to change category of school	X				
Organisation	To draft a proposal to alter or discontinue voluntary foundation or foundation special school	-----	-----	N/A	-----	-----

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Organisation	To consider forming, joining or leaving a federation	X				
Organisation	To consider acquiring a trust	X				
Organisation	To decide to become an Academy after consultation with parents, community and staff	X				
Organisation	To elect (and remove) the chair and vice-chair of a permanent or a temporary governing body	X				
Organisation	To appoint and dismiss the clerk to the governing body	X				
Organisation	To decide the voting rights for Associate members on committees	X				
Organisation	To appoint and remove co-opted governors.	X				
Organisation	To appoint and remove associate members	X				
Organisation	To set up a Register of Governors' Business Interests and update annually	X				
Organisation	To approve and set up an Expenses Scheme		X Fin			
Organisation	To regulate the GB procedures (where not set out in law) e.g. Standing Orders	X				
Organisation	To establish and review committees annually and review their terms of reference and levels of delegation	X				
Organisation	Agree a policy and protocol for governor visits to the school	X				
Organisation	To ensure statutory policies are in place and review these	X				

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Organisation	To determine the skill set needed by and represented within the GB and to monitor governing body vacancies and make recommendations to the GB about appointments		X Pers			

