

BEAUMONT COMMUNITY PRIMARY SCHOOL

Decision Planner



STATUS: DRAFT AGREED

Last Revision: November 2023

Review Date: November 2024

Authors: Headteacher

Agreed by Governing Body

SignedNameDate

BEAUMONT COMMUNITY PRIMARY SCHOOL GOVERNING BODY DECISION PLANNER

While the governing body as a whole remains accountable for all decisions, it is usual practice for certain functions and tasks to be delegated to committees or individuals.

This decision planner outlines the major functions of the governing body and shows to what level each task can be delegated to. Any decisions taken by committees or individuals must be reported back to the whole governing body.

The decision planner should be reviewed and approved on an annual basis. This approval should be recorded in the minutes as without this approval the committee or individual has no power to act.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 detail those functions which can be legally delegated.

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS	
KEY	
Level 1: Full governing body	
Level 2: A committee of the governing body	
Level 3: An individual governor	
Level 4: Headteacher.	
Column blank: Action could be undertaken at this level.	
Column RED : Function cannot be legally carried out at this level.	
Column AMBER It is permissible for an action to be carried out at this level, but it may not be the best place for the decision to be taken. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.	
Please tick the column to show at what level your governing body has decided the decision should be made. Ticks can be placed in more than one column.	
Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation	
School name	Beaumont Community Primary
Decision planner adopted by the Full Governing Body on	13 th March 2023

Area		Task	Decision Level			
			1 WGB	2 C'ttee	3 Gov	4 HT
Budgets	1.	To approve the first formal budget plan each financial year (Please check LA scheme of financial delegation to confirm if	X			

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			1 WGB	2 C'ttee	3 Gov	4 HT
		this can be delegated to a committee of the governing body)				
	2.	To agree action plans and monitor the impact of school premiums (eg pupil premium and PE and sports premium, Y7 catch up premium)		X		X
	3.	To monitor monthly expenditure				X
	4.	To approve a charging and remissions policy		X		
	5.	Complete the Schools Financial Value standard (SFVS)		X		
	6.	Decide how far to delegate spending power to the head teacher and set financial limits (Record of Financial Responsibility to be reviewed and approved annually)	X			
	7.	To enter into contracts (financial limits agreed in the record of Financial Responsibility)	X	X		X
Staffing	8.	Appoint selection panel for headteacher and deputy head	X			
	9.	Appoint selection panel for other members of the senior leadership team	X			
	10.	Ratify or reject decisions of appointed selection panels	X			
	11.	Appoint other teachers				X
	12.	Appoint non-teaching staff				X
	13.	Approve a pay policy	X			
	14.	To make pay decisions in line with the pay policy and legal requirements		X		X
	15.	Dismissal of headteacher		X		
	16.	Initial dismissal of other staff				X
	17.	Suspending head		X		

Area		Task	Decision Level			
			1 WGB	2 C'ttee	3 Gov	4 HT
	18.	Suspending other staff				X
	19.	Ending suspension (head)		X		
	20.	Ending suspension (other staff)		X		
	21.	Setting the overall staffing structure	X			
	22.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights				
	23.	Determining dismissal payments/ early retirement		X		
	24.	To maintain a central record of recruitment and vetting checks				X
	25.	Approve disciplinary/capability procedures	X			
	26.	Approve a teacher appraisal policy	X			
	27.	Implement the teacher appraisal policy				X
	28.	Appoint a panel to carry out the appraisal of the headteacher	X	X		
	29.	Carry out appraisal of other staff (or delegate to other line managers in school)				X
Curriculum	30.	Ensure National Curriculum (NC) is taught to all pupils	X			X
	31.	To consider any disapplication for pupil(s)				X
	32.	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		X
	33.	Establish and review a relationships education policy (primary schools) and a relationship and sex education policy (secondary schools)	X			X

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	34.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed		X		X
	35.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements (in community schools the headteacher is responsible for collective worship after consulting the governing body)				X
	36.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements (in VA and VC schools the governing board is responsible for ensuring a daily act of collective worship is established)				
	37.	Secondary schools: Ensure all pupils (Y8-13) are provided with independent careers guidance				
Extra-curricular provision	38.	Approve the provision of extended services/activities	X			
	39.	Implement the extended services provided				X
	40.	To decide whether to stop providing additional activities	X			
Discipline/ exclusions	41.	To review 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)		X		
	42.	To produce a set of written principles for the school behaviour policy and present these for consultation	X			
	43.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				X

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Admissions	44.	To annually determine admission arrangements (VA and foundation schools)				
	45.	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)				
	46.	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)				
	47.	To establish and publish an admissions appeal timetable (VA and foundation schools)				
	48.	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)		X		
Premises & insurance	49.	Buildings insurance and personal liability-GB to seek advice from LA, diocese or trustees where appropriate	X	X		
Health & safety	50.	To ensure a health and safety policy and procedures are in place	X	X		
	51.	To ensure that health and safety regulations are followed				X
School organisation	52.	To publish proposals to change category of school	X			
	53.	To decide whether to convert to academy status ((legally regulations permit delegation of the decision to convert, however it would be bad practice for anything affecting the future of the school to be decided by anything other than the full governing body)	X			
	54.	Propose to alter voluntary foundation or				

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			1 WGB	2 C'ttee	3 Gov	4 HT
		foundation special school				
	55.	Propose to discontinue voluntary foundation or foundation special school				
	56.	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	X			
	57.	To ensure that school lunch nutritional standards are met				X
	58.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office		X		
	59.	Maintain a register of pupil attendance				X
	60.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)				X
Information for parents	61.	To determine whether to publish a home-school agreement (no longer a statutory requirement)				X
	62.	Ensure the school complies with the Equality Act 2010 and the public sector equality duty and publishes equality objectives and information about how it is doing this.	X			X
	63.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	X			X
	64.	To establish, publish and review a complaints procedure	X			X
	65.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	X			X

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			1 WGB	2 C'ttee	3 Gov	4 HT
GB roles, procedures and development	66.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	X			
	67.	To draw up an instrument of government and any amendments thereafter	X			
	68.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X			
	69.	To appoint and dismiss the clerk to governors	X			
	70.	To appoint and remove co-opted governors	X			
	71.	To appoint local authority governors	X			
	72.	To set up and publish a register of governors' business and pecuniary interests	X			
	73.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	X			
	74.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record				X
	75.	To submit governor information to the DfE database of governors via GIAS				X
	76.	To approve and set up a governors' expenses scheme	X			
77.	To consider whether or not to exercise delegation of functions to individuals or	X				

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		committees				
	78.	To regulate the GB procedures (where not set out in law)	X			
	79.	To agree governor induction and training programme	X			
	80.	To review progress against strategic plan and evaluate governing body performance	X			
Formal Collaboration	81.	To consider forming or joining a group of schools	X			
Academies	82.	To consider approach and time scale to academy conversion	X	X		
	83.	To consider forming or joining an existing Multi-academy-trust (MAT)	X			
Federations	84.	To consider forming a federation or joining an existing federation	X			
	85.	Review of structure including any subsequent conversion to MAT status	X			
Inclusion and equality	86.	To establish and approve a special educational needs (SEN) policy	X			
	87.	Ensure the school produces and publishes online its school SEN Information report. Approval by FGB required (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	X			X
	88.	To appoint a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)				X
	89.	To appoint a designated teacher to promote the educational achievement of looked-after children				X
	90.	To establish an accessibility plan and review it every three years	X			X
Safeguarding	91.	To have due regard to the need to prevent people from being drawn into terrorism and	X			

Area		Task	Decision Level			
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		to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy				
	92.	Designate a named safeguarding governor	X			
	93.	To adopt and review annually a child protection policy and relevant procedures and monitor its implementation	X			