



GOVERNING BODY DELEGATION PLANNER

Reference this policy is aligned to with LCC	n/a
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	Sep 22
Next Review Due	Sep 23
Agreed with Teacher Trade Unions and Professional Associations	n/a

Governing Body Delegation Planner – Welland Park Academy

Governing bodies are accountable in law for all major decisions about the academy and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for Welland Park Academy Governors with who they can delegate each task to;

Key

Level 1: Full governing body

Level 2: A Committee of the governing body

Level 3: An individual governor

Level 4: Principal

✓ Action can be undertaken by this level

× Action **cannot** be undertaken by this level

- The governing body is responsible for the strategic direction of the Academy. Members are responsible for oversight of the Governors.
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Principal and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The Principal is responsible for internal organisation, management and control of the academy and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Scheme of Delegation – ~~Coronavirus Management~~

The Scheme of Delegation sets out the usual process of managing the trust and schools. The trustees have the legal power to amend the scheme of delegation to ensure that the trust's objectives are effectively managed and outcomes are met.

The division of responsibility is vital to ensuring the positive outcomes for pupils across the trust, and also to ensure that our legal and operational obligations are met.

~~Due to the pandemic, it may be necessary for the trustees to approve interim measures that have the effect of amending the scheme of delegation to enable actions and decisions to be taken to protect the well-being of pupils and staff across the trust. These measures will be temporary in nature and used to ensure that our duty of care and regulatory requirements are met.~~

~~Notification of such changes will be shared by email, and may also include specific actions to be taken.~~

Area	Function	Level				In our school, this responsibility is delegated to:	Committee
		1	2	3	4		
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓	x	x	Principal / DFO	Ops
	To monitor monthly expenditure.	✓	✓	x	✓	Principal / DFO	Ops
	To establish a charging and remissions policy	✓	✓	x	x	DFO	Ops
	To enter into contracts (governing body should agree financial limits)	✓	✓	x	✓	Principal / DFO	Ops
Staffing	Appoint selection panel for Principal	✓	x	x	x	FGB	Ops
	Appoint selection panel for Vice Principal	✓	✓	x	x	Principal / DFO	Ops
	Appoint selection panel for other members of the senior leadership team	✓	✓	x	x	Principal / DFO	Ops
	Appoint other teachers	x	x	x	✓	Principal / DFO	Ops
	Appoint non teaching staff	x	x	x	✓	DFO	Ops
	To put in place a pay policy	✓	✓	x	x	Principal / DFO	Pay
	To decide upon pay discretions in line with the pay policy and legal requirements	x	✓	x	x	Principal / DFO / Pay committee	Pay
	Dismissal of Principal	✓	x	x	x	-	FGB
	Initial dismissal of other staff	x	x	x	✓	Principal	FGB
	Suspending Principal	x	✓	x	x	-	FGB
	Suspending staff (except Principal)	x	x	x	✓	Principal	FGB
	Ending suspension (Principal)	✓	✓	✓	x	-	FGB
	Ending suspension (except Principal)	✓	✓	✓	x	Principal	FGB
	Setting the overall staffing structure	✓	✓	x	✓	Principal / DFO	Ops
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x	x	-	-
	Determining dismissal payments/early retirement	✓	✓	x	x	Principal / DFO	Ops
To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	Principal / PA / DFO	Ops	
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓	x	x	x	Principal / DFO	FGB	
Curriculum	Ensure the appropriate Curriculum is taught to all students	✓	✓	x	✓	Principal / VP	T&L
	To consider any disapplication for student(s)	x	x	x	✓	Principal / VP	T&L
	To decide which subject options should be taught having regard to resources, and implementing provision for flexibility in the curriculum (including activities outside school day)	✓	✓	x	✓	Principal / VP	T&L
	Establish and review a sex education policy (including in primary schools where the governing body must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	x	✓	x	✓	Principal / VP	T&L
Extended Schools	To decide whether to offer additional activities and what form these should take	x	✓	x	x	Principal / VP	T&L
	To put into place the additional services provided	x	x	x	✓	Principal / VP	Ops
	To decide whether to stop additional activities	x	✓	x	x	Principal / DFO	Ops
Performance Management	To formulate and review teacher appraisal policy	✓	✓	x	✓	Principal / VP	Pay
	To appoint the panel to carry out the appraisal of the Principal teacher	✓	✓	x	x	-	Pay
	To carry out appraisal of other teachers	x	x	x	✓	Principal / SLT	T&L
Discipline/exclusions	To produce a set of written principles for the school behaviour policy and present these to the Principal teacher, parents staff and students for consultation	✓	✓	x	✓	Principal / AP	T&L
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	x	✓	x	✓	Principal / AP	T&L
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student 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 emergency)	x	✓	x	x	Principal / VP	T&L
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	✓	✓	x	✓	Principal / VP	T&L
	Admissions: application decisions (VA, foundation and special schools)	x	✓	x	✓	Principal / VP	T&L
	To appeal against LA directions to admit student(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	x	✓	x	✓	Principal / VP	T&L
Premises and Insurance	Buildings insurance and personal liability – governing body to seek advice from LA, diocese or trustees where appropriate	✓	x	x	x	Principal / DFO	Ops

Health & Safety	To ensure a health and safety policy and procedures are in place.	✓	✓	x	✓	Principal / DFO	Ops
	To ensure that health and safety regulations are followed	x	x	x	✓	Principal / DFO	Ops
School Organisation	To publish proposals to change category of school.	✓	✓	x	x	Principal	FGB
	To decide whether to convert to academy status	✓	x	x	x	Principal	FGB
	Propose to alter or discontinue community voluntary foundation or foundation special school.	✓	x	x	x	Principal	FGB
	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	x	x	Principal	T&L
	To ensure that school nutritional standards are met.	x	✓	x	✓	Principal / VP	T&L
	To ensure provision of free meals to those students meeting the criteria	x	x	x	✓	Principal / VP	T&L
	To establish a data protection policy and review it at least every two years	x	✓	x	✓	Principal / DFO	Ops
	Maintain a register of pupil attendance	x	x	x	✓	Principal / VP	T&L
Information for Parents	Adopt and review the home-school agreement	✓	✓	x	✓	Principal / VP	T&L
	Establish, publish and review a complaints procedure.	✓	✓	x	x	Principal/ DFO	Ops
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	x	✓	Principal / DFO	Ops
Governing Body Procedures	To draw up an instrument of government and any amendments thereafter	✓	x	x	x	Principal / DFO	Ops
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓	x	x	x	DFO Support	FGB
	To appoint and dismiss the clerk	✓	✓	x	x	Principal Support	FGB
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓	x	x	x	DFO Support	FGB
	To set up a register of governors' business interests	✓	✓	x	x	DFO Support	FGB
	To approve and set up a governors' expenses scheme.	✓	✓	x	✓	DFO Support	FGB
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓	x	x	x	DFO Support	FGB
	To regulate the governing body procedures (where not set out in law)	✓	x	x	x	DFO Support	FGB
MATs	To consider forming a MAT or joining an existing MAT.	✓	x	x	x	Principal/DFO	FGB
	To consider requests from other Academies to join the MAT	✓	x	x	x	Principal/DFO	FGB
	To leave the MAT	✓	x	x	x	Principal/DFO	FGB
Inclusion and Equality	To establish and review a special educational needs (SEN) policy.	✓	x	x	✓	Principal / VP / SENDCO	T&L
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years	✓	✓	x	✓	Principal//Deputy	Ops
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools.	✓	✓	x	✓	Principal / VP /SENDCO	T&L
	To designate a "responsible person" for looked after children on community, voluntary and foundation schools.	✓	✓	x	✓	Principal / VP	T&L
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	Principal / SENDCO/ DFO	Ops
	To establish and review annually a child protection policy and relevant procedures	✓	✓	x	✓	Principal / VP	T&L