

**John Clifford School**

**Governors’ Decision Planner/scheme of delegation 2017/18**

**Purpose of the Decision Planner**

This decision planner is to enable governing bodies to record their delegation of functions by listing the main areas of business and the types of decision typically taken each year. (It will also provide good evidence for Ofsted). This document can also be used to create the governing body’s committee remits; the listed business functions on each headed page are the list of business areas that committees will undertake during the year.

**Annual Review**

The governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

**Quoracy**

Decisions may only be made if a meeting is quorate. The quorum for full governing body meetings is 50% (rounded up to the nearest whole number) of the governors in post. The minimum quorum for a committee is three governors but the full governing body may set this at a higher level if it wishes.

**Establishment of committees**

The governing body must determine the membership and proceedings of any committee. A chair must be appointed annually to each committee by the governing body or elected by the committee as determined by the governing body.

The governing body may remove the chair of a committee from office at any time. The governing body must appoint a clerk to each committee established by it, who must not be the headteacher of the school.

**Delegation of functions of the governing body**

A governing body may delegate any of its statutory functions (subject to prescribed restrictions) to:

* a committee (which may include associate members),
* any governor, other than a governor who is the headteacher

or

* where the function being delegated does not directly concern the headteacher, the headteacher (whether or not that person is a governor)

**Reporting back to the full governing body**

All decisions are taken on behalf of the full governing body. The governing body should receive reports/minutes from any individual or committee to whom a function of the governing body has been delegated and consider whether any further action is necessary.

**How to use the decision planner**

The decision planner provides one grid for each of the main areas of governing body business. Each individual grid is divided into two columns. The first column lists the function statement relating to the main business and the second column indicates the delegation of each function. The governing body will need to decide where the decision making function should be allocated, within the statutory guidelines. This will indicate the governing body’s decision as to who will carry out the decision making function relating to each of the main business tasks.

**Some additional notes**

Schools are required by law to establish the following statutory committees (where necessary):

**Community, Voluntary Controlled, Voluntary Aided and Foundation schools**

Staff hearing/appeals

**Voluntary Aided and Foundation schools**

Admissions Committee

**Chairs emergency powers**

The chair – or vice-chair if the chair is unavailable or the position is vacant – can make decisions on the governing body’s behalf using the power of ‘chair’s action’ (Regulation 8 of the Role, Procedures and Allowances Regulations).

Decisions taken under the power of ‘chair’s action’ must be reported to the governing body at the first available opportunity.

While there is no specified restriction on which functions the chair may exercise under chair’s action, the power should only be used where any delay would be likely to be seriously detrimental to the interests of:

* the school
* any pupil at the school or his/her parent
* or a person who works at the school.

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**Constitutional and Procedural Decisions**

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| Function statement | Delegated to: |

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|  | Changes to the Instrument of Government, including terms of office | Governing Body |
|  | To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members | Governing Body |
|  | To decide on the term of office for individual governors within the same category (subject to appointing authority) from Sept, 2015 | Governing Body |
|  | To determine voting rights for associate members on committees | Governing Body |
|  | To suspend any governor | Governing Body |
|  | Prior to the election of chair and vice-chair determine the date on which the term of office will end | Governing Body |
|  | To elect or remove the chair | Governing Body |
|  | To elect or remove the vice-chair | Governing Body |
|  | To appoint link or designated governors, for example appraisal, child protection and complaints | Governing Body |
|  | To decide on additional attendance at full governors’ meetings | Governing Body |
|  | To decide the arrangements for full governing body meetings (legal minimum three per year) | Governing Body |
|  | To regulate the procedures of meetings | Governing Body |
|  | Establish constitution, membership of committees and their remits, including selection panels for headteacher and deputy headteacher recruitment | Governing Body |
|  | To appoint or remove a clerk to each committee. The clerk to a committee (but not the governing body) can be a governor, but not the headteacher | Governing Body |
|  | To establish the financial limits of delegated authority to enter into commitments and to authorise payments | Governing Body |
|  | To approve a written description of financial systems and procedures in line with the Local Authority’s scheme for financing schools | Governing Body |
|  | To decide to recruit a new headteacher, determine job description and IPR | Governing Body |
|  | To decide to recruit a new deputy headteacher, determine job description and IPR | Governing Body |
|  | Ratification of the appointment of a headteacher and deputy headteacher | Governing Body |
|  | To determine the arrangements for the appointment of senior leadership team, including job description and pay range | Governing Body |
|  | To appoint and dismiss the clerk to governors | Governing Body |
|  | To participate in the school self-review process including the review of the governing body effectiveness | Governing Body |
|  | Setting the Individual School Range (ISR)  In accordance with School Pay Policy, set or reset the IPR if circumstances change | Governing Body |
|  | Decision to federate**/**collaborate or form joint committees with other schools | Governing Body |
|  | To consider requests from other schools to join the federation | Governing Body |
|  | To leave a federation | Governing Body |
|  | To consider whether or not to exercise delegation of functions to individuals or committees | Governing Body |
|  | To determine whether or not to pay governor allowances for out of pocket expenses | Governing Body |

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**Policy Development, Planning and Public Accountability**

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| Function statement | | Delegated to: |
|  | To formulate the information required to be published on school website | SDC |
|  | To approve the information required to be published on school website and ensure it is updated on a regular basis – at least annually | SDC |
|  | To approve and monitor the School Improvement/Development Plan | SDC |
|  | To agree school session times taking into account recommended minimum weekly lesson time | SDC and HT |
|  | To ensure that the school meets for 380 sessions in a school year | Governing Body/SDC |
|  | Monitor infant class sizes (if applicable) | Governing Body |
|  | To approve new policies or amendments to policies | Appropriate committees |
|  | To adopt and review the Home School Agreement | SDC |
|  | To issue press statements | Appropriate committees |
|  | To determine matters relating to health and safety and the security of the premises and its occupants |  |
|  | To ensure health and safety regulations are followed | Headteacher |
|  | To monitor the use and suitability of the premises in relation to the above | Headteacher |
|  | To set targets for pupil achievement | HT/SLT/SDC |
|  | To monitor pupil achievement against set targets | SDC and HT |
|  | To receive school improvement information from the school, Local Authority and Ofsted | SDC and HT |
|  | To agree and organise an annual governing body self-evaluation process | COG + Governing Body |
|  | To monitor school records and ensure statutory requirements are met in accordance with Data Protection Act | Business manager, HT and appropriate committees |
|  | To ensure a Single Central Record (SCR) Inc. safer recruitment vetting checks is constantly kept up to date in line with statutory requirements  (Expectation that the headteacher will maintain) | Business manager, HT and FGPP |
|  | To ensure provision of free school meals to those pupils meeting the criteria | Business manager, HT and FGPP |
|  | To ensure that school lunch nutritional standards are met | Business manager, HT and FGPP |
|  | To establish and monitor a governors expenses scheme | FGPP |
|  | To discharge duties in respect of pupils with special needs by appointing a “responsible person” | Link governor/SDC |
|  | To carry out an annual review of safeguarding children and child protection policy and procedures and report to the Local Authority | Link governor/SDC |
|  | To ensure a designated teacher for looked after children has been appointed and reports to governing body at least once per year | Link governor/SDC |
|  | To contribute as required to Local Authority asset management planning arrangements | FGPP |
|  | Procuring building and maintenance works in accordance with the school's delegated and devolved responsibilities (see the Local Authority's Property Handbook) and developing a properly funded site maintenance plan | FGPP |
|  | To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body) | Governing Body |
|  | To establish the governors’ register of pecuniary and business interests and oversee its maintenance | FGPP/Business Manager |
|  | To decide to offer additional activities under extended schools provision or to cease provision | FGPP |

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**Financial Matters**

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| Function statement | Delegated to: |

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|  | To approve the annual budget plan | FGPP/FGB |
|  | To monitor expenditure against the budget plan and agree adjustments as necessary | FGP |
|  | Review completed mid-year re-forecast return and note impact of any changes to projected carry forward (to be submitted to CFCS finance by 30 November) | FGPP |
|  | Submit BO2 balance return to CFCS finance by 31 May if have excess balances i.e. greater than 8% primary and special or greater than 5% secondary | FGPP |
|  | To enter into contracts (above set financial limit) | FGPP |
|  | To enter into contracts (below set financial limit) | FGPP |
|  | To operate the governing body’s arrangements for obtaining quotations and inviting tenders (Local Authority scheme for financing schools) | FGPP |
|  | To maintain inventories and security of assets (Local Authority scheme for financing schools) | Business Manager/FGPP |
|  | To monitor and approve use of income from the sale of assets (Local Authority scheme for financing schools) | FGPP |
|  | To establish a lettings policy and ensure that health & safety and safer working requirements are met | FGPP |
|  | To establish a charging and remissions policy for activities (non-national curriculum based) | FGPP |
|  | To determine payments regarding petty cash | FGPP |
|  | To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to CFCS internal audit | FGPP |
|  | To monitor actions following an Local Authority internal audit | FGPP |
|  | To determine insurance arrangements | FGPP |
|  | To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment | FGPP |
|  | To approve leasing arrangements after consultation with Service Director, financial services, environment and resources | FGPP |
|  | To approve the school’s Schools Financial Value Standard (SFVS) | FGPP/Governing Body |

**Annual budget should be approved and submitted no later than 31 May each year.**

**SFVS should be approved, signed by the chair of governors and submitted to Local Authority school finance by no later than 31March each year.**

The governing body may delegate consideration of the questions to the Finance Committee but a detailed report must be given to the full governing body and the chair of governors must sign the completed form.

This can be done **retrospectively** if the governing body do not have a meeting planned, but the **minutes from this meeting**, if it takes place after the 31 March, need to be sent in to Local Authority school finance by the school and kept for auditing purposes.

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**Personnel Functions and Pay**

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| Function statement | Delegated to |

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|  | To determine the staffing complement of the school in line with the budget and requirements of the school | FGPP |
|  | To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy | FGPP |
|  | To review annually the appraisal policy | FGPP |
|  | To implement the appraisal policy | HT/FGPP |
|  | To review annually the school’s pay policy | FGPP |
|  | To monitor implementation of the pay policy | HT/FGPP |
|  | To manage the annual salary review, for all teachers and support staff ensuring that pay progression for all teachers is linked by evidence to appraisal/performance | HT/FGPP |
|  | To manage, receive and assess post-threshold applications | Headteacher/FGPP |
|  | To appoint an external adviser to support the appraisal governors in conducting the headteacher’s appraisal process | FGB/HT/Appraisal governors |
|  | To conduct the annual appraisal of the headteacher with the assistance of external adviser | FGB/HT/Appraisal governors |
|  | To consider the recommendations of the appraisal governors in relation to the headteacher’s pay | FGPP |
|  | To determine and review any temporary pay allowances in line with the schools pay policy | HT/FGPP |
|  | To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the school pay policy, statutory regulations and, for support staff, the JE scheme adopted by the governing body | FGPP |
|  | To appoint all other staff | HT |
|  | To suspend the headteacher | COG/FGB |
|  | To end the suspension of the headteacher | COG?FGB |
|  | To suspend other staff | HT/COG |
|  | To end the suspension of other staff | HT/COG |
|  | To establish a climate of good employee relations in the school and to systematically review the application of the schools’ policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing body  E.g. disciplinary/capability procedures/absence management | FGPP |
|  | To hear appeals made by staff in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened | FGPP |
|  | To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the Local Authority for community schools) | FGPP |
|  | To dismiss the headteacher | Governing Body |
|  | To dismiss other staff | Governing Body |
|  | To agree and monitor a training strategy for teachers, support staff and governors | SDC |
|  | To ensure that the appointment and conduct of all staff is in accordance with the requirements of ‘Keeping Children Safe in Education’ and that regular checks of the single central record (SCR) are undertaken to ensure statutory compliance | SDC |
|  | To receive a report from the headteacher on pay progression for all teaching and support staff | FGPP |

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**Admissions and Exclusions**

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| Function statement | Delegated to |

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|  | To consider annually the Local Authority consultation on admission arrangements | FGB |
|  | To implementthe Local Authority’s admission arrangements including the co-ordinated admissions scheme | SDC |
| 1. Tp | To appeal against the LA directions to admit pupil(s) (voluntary, foundation and special schools – also community and VC schools where the LA is the admissions authority | FGB |
|  | To implement the behaviour policy and anti-bullying policy | SDC |
|  | To hear pupil exclusions representations and determine outcome | SDC |
|  | To annually review the behaviour policy and receive regular reports on the use of exclusion in school in comparison with local and national data | SDC |
|  | To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher) | FGB |
|  | To monitor and review pupil attendance | SDC |
|  | Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006 | SDC |

**John Clifford School**

**Strategic Development**

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| Function statement | Delegated to |

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|  | To ensure that the national curriculum is in place | SDC |
|  | To consider any disapplication to pupils | SDC |
|  | To monitor standards of teaching and attainment | SDC |
|  | To be responsible for individual child’s education | SDC |
|  | To ensure that the delivery of sex education and RE are in line with the governors’ policies and legal guidance | SDC |
|  | To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues | SDC |
|  | To monitor the arrangements for collective worship and monitor provision | SDC |
|  | To ensure the curriculum complies with the Equality Act legislation | SDC |
|  | To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils | SDC |
|  | To monitor the arrangements for school visits/residentials | SDC |
|  | To comply with the requirements of the Ofsted Inspection Framework | SDC |
|  | To be involved in the formulation and review of school self-evaluation | SDC |
|  | To consider in detail any inspection report made by Ofsted or the Local Authority | SDC |
|  | To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan | SDC |
|  | 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) | SDC |

**Extended schools**

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|  | To make decisions on which services should be delivered and ensure the effective delivery of services provided | FGPP |
|  | To put into place and monitor the effectiveness and financial sustainability of the additional services provided | FGPP |