



Willow Farm Primary School Governors' Decision Planner 2016/17

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.

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 decision has been delegated and consider whether any further action is necessary.

Establishment of committees

The governing body must determine the membership and proceedings of any committee. Each committee must have a chair who has been either appointed by the governing body or elected by the committee. 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. The clerk to a committee (but not the governing body) can be a governor but not the headteacher.

Delegation of functions of the governing body

A governing body can delegate any of its statutory functions to a committee (which may include associate members), a governor, the headteacher or individual, subject to prescribed restrictions.

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. Governing bodies will need to agree the committee or individual, for example headteacher, bursar, chair of governors and add this information in the blank box. 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.

The following functions **can** be delegated to a committee but **not** to an individual:

- functions relating to the alteration, discontinuance or change of category of maintained schools must be confirmed by the governing body at a meeting not less than 28 days after the meeting at which the decision has been taken
- functions relating to the approval of the first formal budget plan of the financial year
- change of school name
- functions relating to school discipline policies
- functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
- determine quoracy for individual committees (not less than three governors)
- appointment of committee chair.
- removal of chair of a committee
- school admissions – where the governing body is the admissions authority (vol. aided schools)

The governing body **cannot** delegate any functions relating to:

- drawing up Instrument of Government - the constitution of the governing body (unless otherwise provided by the constitution regulations)
- the appointment or removal of the chair and vice-chair
- the appointment or dismissal of clerk to the governing body and appointment of clerk to each committee (cannot be headteacher)
- the appointment and removal of community or sponsor governors
- to consider forming a federation or joining an existing federation
- to consider requests from other schools to join the federation
- to leave a federation
- the suspension of governors
- the delegation of functions
- the determination of constitution, membership, terms of reference, establishment of committees
- decide to convert to an academy.

Some additional notes

Schools are required by law to establish the following statutory committees:

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

Function statement	Delegated to:
1. Changes to the Instrument of Government, including terms of office	Governing Body
2. To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members	Governing Body
3. To decide on the term of office for individual governors within the same category (subject to appointing authority) from Sept, 2015	Governing Body
4. To determine voting rights for associate members on committees	Governing Body
5. To suspend any governor	Governing Body
6. Prior to the election of chair and vice-chair determine the date on which the term of office will end	Governing Body
7. To elect or remove the chair	Governing Body
8. To elect or remove the vice-chair	Governing Body
9. To appoint link or designated governors, for example appraisal, child protection and complaints	Governing Body
10. To decide on additional attendance at full governors' meetings	Governing Body
11. To decide the arrangements for full governing body meetings (legal minimum three per year)	Governing Body
12. To regulate the procedures of meetings	Governing Body
13. Establish constitution, membership of committees and their remits, including selection panels for headteacher and deputy headteacher recruitment	Governing Body
14. 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
15. To establish the financial limits of delegated authority to enter into commitments and to authorise payments	Governing Body
16. To approve a written description of financial systems and procedures in line with the Local Authority's scheme for financing schools	Governing Body
17. To decide to recruit a new headteacher	Governing Body
18. To decide to recruit a new deputy headteacher	Governing Body
19. Ratification of the appointment of a headteacher and deputy headteacher	Governing Body
20. To determine the arrangements for the appointment of senior leadership team	Governing Body
21. To appoint and dismiss the clerk to governors	Governing Body
22. To participate in the school self-review process including the review of the governing body effectiveness	Governing Body
23. Setting the Individual School Range (ISR) In accordance with School Pay Policy, set or reset the IPR if circumstances change	Governing Body
24. Decision to federate/collaborate or form joint committees with other schools	Governing Body
25. To consider requests from other schools to join the federation	Governing Body
26. To leave a federation	Governing Body
27. To consider whether or not to exercise delegation of functions to individuals or committees	Governing Body
28. 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

Function statement		Delegated to:
1.	To formulate the information required to be published on school website	Head Teacher
2.	To approve the information required to be published on school website and ensure it is updated on a regular basis – at least annually	Head Teacher
3.	To approve and monitor the School Improvement/Development Plan	Head Teacher and Governing Body
4.	To agree school session times taking into account recommended minimum weekly lesson time	Governing Body
5.	To ensure that the school meets for 380 sessions in a school year	Governing Body
6.	Monitor infant class sizes (if applicable)	Governing Body
7.	To approve new policies or amendments to policies	Head Teacher and Governing Body
8.	To adopt and review the Home School Agreement	Governing Body
9.	To issue press statements	Governing Body
10.	To determine matters relating to health and safety and the security of the premises and its occupants	Head Teacher
11.	To ensure health and safety regulations are followed	Headteacher
12.	To monitor the use and suitability of the premises in relation to the above	Headteacher
13.	To set targets for pupil achievement	Head Teacher
14.	To monitor pupil achievement against set targets	Head Teacher
15.	To receive school improvement information from the school, Local Authority and Ofsted	Governing Body
16.	To agree and organise an annual governing body self-evaluation process	Governing Body
17.	To monitor school records	Governing Body
18.	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)	Head Teacher, SBM and Chair of Governors
19.	To ensure provision of free school meals to those pupils meeting the criteria	Headteacher
20.	To ensure that school lunch nutritional standards are met	Headteacher
21.	To establish and monitor a governors expenses scheme	Governing Body
22.	To discharge duties in respect of pupils with special needs by appointing a “responsible person”	Head Teacher
23.	To carry out an annual review of safeguarding children and child protection policy and procedures and report to the Local Authority	Head Teacher
24.	To ensure a designated teacher for looked after children has been appointed and reports to governing body at least once per year	Head Teacher
25.	To contribute as required to Local Authority asset management planning arrangements	Head Teacher
26.	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	Head Teacher
27.	To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body)	Head Teacher
28.	To establish the governors' register of pecuniary and business interests and oversee its maintenance	Head Teacher
29.	To decide to offer additional activities under extended schools	Governing Body

	provision or to cease provision	
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Financial Matters

Function statement	Delegated to:
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1.	To approve the annual budget plan	Governing Body
2.	To monitor expenditure against the budget plan and agree adjustments as necessary	Head Teacher and SBM
3.	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)	SBM
4.	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	SBM
5.	To enter into contracts (above set financial limit)	SBM
6.	To enter into contracts (below set financial limit)	SBM
7.	To operate the governing body's arrangements for obtaining quotations and inviting tenders (Local Authority scheme for financing schools)	Head Teacher and SBM
8.	To maintain inventories and security of assets (Local Authority scheme for financing schools)	SBM
9.	To monitor and approve use of income from the sale of assets (Local Authority scheme for financing schools)	Governing Body
10.	To establish a lettings policy	Governing Body
11.	To establish a charging and remissions policy for activities (non-national curriculum based)	Governing Body
12.	To determine payments regarding petty cash	Head Teacher and SBM
13.	To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to CFCS internal audit	Head Teacher and SBM
14.	To monitor actions following an Local Authority internal audit	Head Teacher and SBM
15.	To determine insurance arrangements	Head Teacher and SBM
16.	To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment	Head Teacher and SBM
17.	To approve leasing arrangements after consultation with Service Director, financial services, environment and resources	Head Teacher and SBM
18.	To approve the school's Schools Financial Value Standard (SFVS)	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 31 March 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

Function statement	Delegated to
1. To determine the staffing complement of the school in line with the budget	Finance Committee
2. To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy	Head Teacher
3. To review annually the appraisal policy	Finance Committee
4. To implement the appraisal policy	Head Teacher
5. To review annually the school's pay policy	Finance Committee
6. To monitor implementation of the pay policy	Head Teacher
7. 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	Head Teacher and Finance Committee
8. To manage, receive and assess post-threshold applications	Headteacher
9. To appoint an external adviser to support the appraisal governors in conducting the headteacher's appraisal process	Head Teacher
10. To conduct the annual appraisal of the headteacher with the assistance of external adviser	Chair of Govs and Chair of Finance
11. To consider the recommendations of the appraisal governors in relation to the headteacher's pay	Finance Committee
12. To determine and review any temporary pay allowances in line with the schools pay policy	Finance Committee
13. 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	Finance Committee
14. To appoint all other staff	Head Teacher
15. To suspend the headteacher	Chair of governors, supported by a senior Local Authority officer
16. To end the suspension of the headteacher	Governing Body
17. To suspend other staff	Head Teacher
18. To end the suspension of other staff	Head Teacher
19. To systematically review 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	Governing Body
20. 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	Governing Body
21. To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the Local Authority for community schools)	Governing Body
22. To dismiss the headteacher	Governing Body
23. To dismiss other staff	Headteacher (plus hearing/appeal panel)
24. To agree and monitor a training strategy for teachers, support staff and governors	Head Teacher and Training Governor
25. 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	Head Teacher and Chair of Governors
26. To receive a report from the headteacher on pay progression for all teaching and support staff	Finance Committee

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Admissions and Exclusions

Function statement	Delegated to	
1.	To consider annually the Local Authority consultation on admission arrangements	Head Teacher
2.	To implement the Local Authority's admission arrangements including the co-ordinated admissions scheme	Governing Body
3.	To implement the behaviour policy and anti-bullying policy	Head Teacher
4.	To hear pupil exclusions representations and determine outcome	Discipline Committee (appointed when needed)
5.	To annually review the behaviour policy and the use of exclusion in comparison with local and national data	Head Teacher
6.	To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher)	Head Teacher
7.	To monitor and review pupil attendance	Head Teacher and Governing Body
8.	Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006	Head Teacher

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Strategic Development

Function statement	Delegated to
1. To ensure that the national curriculum is in place	Governing Body
2. To consider any disapplication to pupils	Head Teacher
3. To monitor standards of teaching and attainment	Head Teacher
4. To be responsible for individual child's education	Head Teacher
5. To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance	Governing Body
6. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Governing Body
7. To monitor the arrangements for collective worship and monitor provision	Governing Body
8. To ensure the curriculum complies with the Equality Act legislation	Governing Body
9. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	Governing Body
10. To monitor the arrangements for school visits/residentials	Head Teacher
11. To comply with the requirements of the Ofsted Inspection Framework	Governing Body
12. To be involved in the formulation and review of school self-evaluation	Governing Body
13. To consider in detail any inspection report made by Ofsted or the Local Authority	Governing Body
14. To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan	Governing Body
15. 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)	Head Teacher

Other decisions not covered previously

Function statement	Delegated to