

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

GOVERNING BOARD DECISION PLANNER 19/20

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BOARD MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1:	Full Governing Board
Level 2:	A committee of the Governing Board
Level 3:	An Individual Governor
Level 4:	Principal

DELEGATED FUNCTIONS

A	Governors Admissions Panel
AC	Achievement
C	Governors Committee (established as required)
CG	Chair of Governors (or vice-chair if unavailable) action
D	Discipline Panel
GB	Full Governing Board
P	Principal
RF	Resources and Finance
SG	SMSC Governor
SN	Special Needs Governor

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

***Although decisions may be delegated, the Governing Board as a whole
remains responsible for any decision made under delegation**

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Policies	1	To delegate approval of policies	GB			
Finance	2	To act in accordance with the Academies Financial Handbook and Shirley High Schools Financial Procedures Manual	GB			
	3	To approve the first formal budget plan each financial year		RF		
	4	To monitor monthly expenditure.			CG	
	5	Miscellaneous financial decisions				P
	6	To enter into contracts (GB may wish to agree financial limits)				P
	7	To make payments				P
Staffing	8	Principal appointments (selection panel)	GB			
	9	Senior Vice/Vice Principal appointments (selection panel)	GB			
	10	Appoint other teachers				P
	11	Appoint non teaching staff				P
	12	Dismissal of Principal	GB			
	13	Dismissal of other staff		C		
	14	Suspending Principal		C		
	15	Suspending staff (except Principal)				P
	16	Ending suspension (Principal)		C		
	17	Ending suspension (except Principal)			CG	
	18	Staff Grievance Procedure				P
	19	Determining staff complement		RF		
	20	Determining dismissal payments/ early retirement		RF		
	21	To maintain a Single Central Register				P
Curriculum						
	22	To implement curriculum policy				P
	23	Responsible for standards of teaching				P
	24	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school)				P
	25	Responsibility for individual child's education				P
	26	To prohibit political indoctrination and ensuring the balanced treatment of political issues				P
Performance Management	27	To formulate a performance management policy				P
	28	To implement the performance management policy				P
	29	To review annually the performance management policy		RF		
Target Setting	30	To set and publish targets for pupil achievement				P

Discipline	31	To establish a written statement of behaviour principles		RF		
Exclusions	32	To review the use of exclusion and to decide whether or not to confirm 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)		D		
	33	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		D		
Admissions						
Admissions	34	Admissions: application decisions		A		
	35	To appeal against Local Authority directions to admit pupil(s)		A		
Religious Education	36	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) TM this must fall into line with locally agreed syllabus				P
	37	Decision to revert to previous RE syllabus				P
	38	Decision to provide RE in line with locally agreed syllabus				P
Collective Worship	39	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				P
	40	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				P
	41	Arrangements for collective worship (after consulting GB)				P
Premises & Insurance	42	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		RF		
	43	Developing school buildings strategy or master plan.		RF		
	44	Procuring and maintaining buildings, including developing an asset management plan.		RF		
Health & Safety	45	To ensure that health and safety regulations are followed				P
School Organisation	46	To publish proposals to change category of school	GB			
	47	Proposal to alter or discontinue academy	GB			
	48	To set the times of school sessions and the dates of school terms and holidays			CG	
	49	To ensure that the school meets for required sessions in a school year				P
	50	To ensure that school lunch nutritional standards are met where provided by the Governing Board.			SG	

Business	51	To monitor & review Risk Register		RF		
Information For Parents	52	To prepare and publish the school prospectus				P
	53	To ensure provision of free school meals to those pupils meeting the criteria				P
	54	Adoption and review of home-school agreements			CG	
GB Procedures	55	To draw up instrument of government and any amendments thereafter	GB			
	56	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Board	GB			
	57	To appoint and dismiss the clerk to the governors	GB			
	58	To hold a full Governing Board meeting at least three times in a school year or a meeting of the temporary Governing Board as often may require	GB			
	59	To appoint and remove governors.	GB			
	60	To set up a Register of Governors' Business Interests	GB			
	61	To approve and set up a Governors Expenses Scheme			CG	
	62	To discharge duties in respect of pupils with special needs by appointing a "responsible person".			SN	
	63	To consider whether or not to exercise delegation of functions to individuals or committees	GB			
	64	To regulate the GB procedures (where not set out in law)	GB			
Federations	65	To consider forming a federation or joining an existing federation	GB			
	66	To consider requests from other schools to join the federation	GB			
	67	To leave a federation	GB			
Extended Schools	68	To decide to offer additional activities and to what form these should take	GB			
	69*	To put into place the additional services provided				P
	70	To ensure delivery of services provided				P
	71	To cease providing extended school provision	GB			