



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

GOVERNING BOARD DECISION PLANNER 2020/2021

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
FA	Finance and Audit
SG	SMSC Governor
SN	Special Needs Governor

***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		FA		
	4	To monitor monthly expenditure.	GB			
	5	Miscellaneous financial decisions				P
	6	To enter into contracts (GB may wish to agree financial limits)				P
	7	To make payments				P
	8	To establish a Finance & Audit Committee that meets at least 3 times a year.	GB			
Staffing	9	Principal appointments (selection panel)	GB			
	10	Senior Vice/Vice Principal appointments (selection panel)	GB			
	11	Appoint other teachers				P
	12	Appoint non-teaching staff				P
	13	Dismissal of Principal	GB			
	14	Dismissal of other staff		C		
	15	Suspending Principal		C		
	16	Suspending staff (except Principal)				P
	17	Ending suspension (Principal)		C		
	18	Ending suspension (except Principal)			CG	
	19	Staff Grievance Procedure				P
	20	Determining staff complement		FA		
	21	Determining dismissal payments/ early retirement		FA		
	22	To maintain a Single Central Register				P
Curriculum						
	23	To implement a curriculum policy				P
	24	Responsible for standards of teaching				P
	25	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
	26	Responsibility for individual child's education				P
	27	To prohibit political indoctrination and ensuring the balanced treatment of political issues				P
Performance Management	28	To formulate a performance management policy				P
	29	To implement the performance management policy				P
	30	To review annually the performance management policy		FA		
Target Setting	31	To set and publish targets for pupil achievement				P

Discipline	32	To establish a written statement of behaviour principles		FA		
Exclusions	33	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		
	34	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		D		
Admissions	35	Admissions: application decisions		A		
	36	To appeal against Local Authority directions to admit pupil(s)		A		
Religious Education	37	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus				P
	38	Decision to revert to previous RE syllabus				P
	39	Decision to provide RE in line with locally agreed syllabus				P
Collective Worship	40	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				P
	41	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
	42	Arrangements for collective worship (after consulting GB)				P
Premises & Insurance	43	Buildings insurance and personal liability– GB to seek advice from ESFA, LA or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		FA		
	44	Developing school buildings strategy or master plan.		FA		
	45	Procuring and maintaining buildings, including developing an asset management plan.		FA		
Health & Safety	46	To ensure that health and safety regulations are followed				P
School Organisation	47	To publish proposals to change category of school	GB			
	48	Proposal to alter or discontinue academy	GB			
	49	To set the times of school sessions and the dates of school terms and holidays			CG	
	50	To ensure that the school meets for required sessions in a school year				P
	51	To ensure that school lunch nutritional standards are met where provided by the Governing Board.			SG	

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