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Interim Governing Board Delegation Planner 2021-22

Approved by the Interim Governing Board on 28th February 2022

Chair of Governors

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. 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 Interim 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 governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key	
Level 1: Interim governing body	
Level 2: A committee of the governing body	
Level 3: An individual governor	
Level 4: Headteacher.	
Blue box	Function **cannot** be legally carried out at this level.
✓	Action could be undertaken by this level.
✖	Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head 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 Interim governing body.
- The head is responsible for internal organisation, management and control of the school 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.

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Budgets	1.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			Interim Governing Board
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	✗	✗	Interim Governing Board
	3.	To monitor monthly expenditure	✓	✓	✗	✓	Headteacher
	4.	To establish a charging and remissions policy	✓	✓	✗	✗	Interim Governing Board
	5.	To enter into contracts/authorise expenditure (up to £5,000) unless not in budget in which case it comes to the IGB for approval.	✓	✓	✗	✓	Headteacher
Staffing	6.	Appoint selection panel for headteacher	✓				Interim Governing Board
	7.	Appoint selection panel for deputy head	✓				Interim Governing Board
	8.	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	Interim Governing Board
	9.	Ratify or reject decisions of appointed selection panels	✓				Interim Governing Board
	10.	Appoint other teachers	✗	✗	✗	✓	Headteacher
	11.	Appoint non-teaching staff	✗	✗	✗	✓	Headteacher
	12.	To put in place a pay policy	✓	✓	✗		Interim Governing Board

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	13.	To make pay decisions in line with the pay policy and legal requirements[1]	✗	✓	✗	✓	Interim Governing Board
	14.	Dismissal of headteacher	✗	✓	✗		Interim Governing Board
	15.	Initial dismissal of other staff	✗	✗	✗	✓	Headteacher
	16.	Suspending head	✗	✓	✓		Interim Governing Board
	17.	Suspending staff (except head)	✗	✗	✗	✓	Headteacher
	18.	Ending suspension (head)	✓	✓	✓		Interim Governing Board
	19.	Ending suspension (except head)	✓	✓	✓		Interim Governing Board
	20.	Setting the overall staffing structure	✓	✓	✗	✗	Interim Governing Board
	21.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	✗		N/A
	22.	Determining dismissal payments/ early retirement	✓	✓	✗	✗	Interim Governing Board
	23.	To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	Headteacher
	24.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				Interim Governing Board
Curriculum	25.	Ensure National Curriculum (NC) taught to all pupils	✓	✓	✗	✓	Interim Governing Board
	26.	To consider any disapplication for pupil(s)	✗	✗	✗	✓	Headteacher

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	27.	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)	✓	✓	✗	✗	Interim Governing Board
	28.	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children	✗	✗	✗	✓	Headteacher
	29.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	✗	✗	✗	✓	Headteacher
	30.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓	✗	✓	Interim Governing Board
	31.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Headteacher
Extra-curricular provision	32.	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	Interim Governing Board
	33.	To put into place the additional services provided	✗	✗	✗	✓	Headteacher
	34.	To decide whether to stop providing additional activities	✓	✗	✗	✗	Interim Governing Board
Performance management	35.	To adopt and review teacher appraisal policy	✓	✓	✗		Interim Governing Board
	36.	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	✗		Interim Governing Board

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	37.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher
Discipline/ exclusions	38.	To review 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)	✘	✓			Interim Governing Board
	39.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				Interim Governing Board
	40.	To draft the content of the school behaviour policy and publicise it to staff, students, and parents.				✓	Headteacher
Admissions	41.	To annually determine admission arrangements (VA and foundation schools)	✓	✓			N/A
	42.	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			N/A
	43.	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	✘	✓			Interim Governing Board
	44.	To establish and publish an admissions appeal timetable (VA and foundation schools)	✘	✓			N/A
	45.	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the	✘	✓			Interim Governing Board

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
		admissions authority)					
Premises & insurance	46.	Buildings insurance and personal liability– GB to seek advice from LA, diocese, or trustees where appropriate	✓	✗	✗		Interim Governing Board
Health & safety	47.	To ensure a health and safety policy and procedures are in place	✓	✓	✗		Interim Governing Board
	48.	To ensure that health and safety regulations are followed	✗	✗	✗	✓	Headteacher
School organisation	49.	To publish proposals to change category of school	✓	✓	✗	✗	Interim Governing Board
	50.	To decide whether to convert to academy status[2]	✓	✗	✗	✗	Interim Governing Board
	51.	Propose to alter voluntary foundation or foundation special school	✓	✗	✗	✗	Interim Governing Board
	52.	Propose to discontinue voluntary foundation or foundation special school	✓				Interim Governing Board
	53.	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)	✓	✗	✗		Interim Governing Board
	54.	To ensure that school lunch nutritional standards[3] are met	✗	✗	✗	✓	Headteacher
	55.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✗	✓	✗	✓	Headteacher
	56.	Maintain a register of pupil attendance	✗	✗	✗	✓	Headteacher
	57.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	✗	✗	✗	✓	Headteacher

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Information for parents	58.	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	✗	✓	Interim Governing Board
	59.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	✗	✗	Interim Governing Board
	60.	To establish, publish and review a complaints procedure	✓	✓	✗	✗	Interim Governing Board
	61.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	✗	✓	Headteacher
GB roles, procedures and development	62.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				Interim Governing Board
	63.	To draw up an instrument of government and any amendments thereafter	✓				Interim Governing Board
	64.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				Interim Governing Board
	65.	To appoint and dismiss the clerk to governors	✓	✓	✗	✗	Interim Governing Board
	66.	To appoint and remove co-opted governors	✓				Interim Governing Board

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	67.	To appoint local authority governors	✓				Interim Governing Board
	68.	To set up and publish a register of governors' business and pecuniary interests	✓	✓	✗		Interim Governing Board
	69.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				Interim Governing Board
	70.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✗	✗	✗	✓	Headteacher
	71.	To submit governor information to the DfE database of governors via Edubase	✗	✗	✗	✓	Headteacher
	72.	To approve and set up a governors expenses scheme	✓	✓	✗	✗	Interim Governing Board
	73.	To consider whether or not to exercise delegation of functions to individuals or committees	✓				Interim Governing Board
	74.	To regulate the GB procedures (where not set out in law)	✓				Interim Governing Board
	75.	To agree governor induction and training programme	✓				Interim Governing Board
	76.	To review progress against strategic plan and evaluate governing body performance	✓				Interim Governing Board
Formal Collaboration	77.	To consider forming or joining a group of schools	✓				Interim Governing Board
Academies	78.	To consider approach and time scale to academy conversion	✓	✓			Interim Governing Board

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Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	79.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			Interim Governing Board
Federations	80.	To consider forming a federation or joining an existing federation	✓	✓			Interim Governing Board
	81.	Review of structure including any subsequent conversion to MAT status	✓				Interim Governing Board
Inclusion and equality	82.	To establish and approve a special educational needs (SEN) policy	✓				Interim Governing Board
	83.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	✗	✓	Headteacher
	84.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	✗	✗	✗	✓	Headteacher
	85.	To appoint a designated teacher for looked-after children	✗	✗	✗	✓	Headteacher
	86.	To establish an accessibility plan and review it every three years	✓	✓	✗	✓	Interim Governing Board
Safeguarding	87.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the *Prevent* duty into the child protection policy	✓				Interim Governing Board
	88.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗		Interim Governing Board

Notes

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1. In some schools, particularly larger ones, it may be appropriate to delegate deciding pay discretions to the headteacher. However, in this case it is a good idea for the governing body to quality assure the decisions made, for example by spot checking a selection.
2. Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permits the governing body to delegate any of its functions, subject to the restrictions listed in Regulation 19. Academy conversion is not included on this list and the Academies Act 2010 explicitly restricts the functions of the discontinuance of schools provisions in the Education and Inspections Act 2006. Therefore legally the Regulations permit delegation of the decision to convert to an academy. However, it would be bad practice for any decision affecting the future of the school to be decided by anything other than the Interim governing body. Furthermore, it is unlikely that the Department for Education would accept an application to convert which had not been signed off by the Interim governing body.
3. Set out in the School Food Regulations which came into force on 1 January 2015.

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