



## Local Authority Maintained Governing Body Delegation Planner

### ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE January 2021

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. Very 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 full 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.**

#### Key

Level 1: Full 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 in 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 full 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.

Area	Rosemary Nursery School and Children's Centre Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			FGB
	To monitor monthly expenditure.	✓	✓	x	✓	FINANCE OFFICER & HEADTEACHER (in accordance with BCC Finance Scheme) scrutinised by FGB
	To establish a charging and remissions policy	✓	✓	x	x	Prepared by HEAD TEACHER and established by FGB
	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	HEADTEACHER (in line with agreed limits)
Staffing	Appoint selection panel for headteacher	✓				FGB
	Appoint selection panel for deputy head	✓				FGB
	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	FGB
	Appoint other teachers	x	x	x	✓	HEADTEACHER
	Appoint non-teaching staff	x	x	x	✓	HEADTEACHER
	To put in place a pay policy	✓	✓	x		FGB
	To make pay decisions in line with the pay policy and legal requirements <sup>1</sup> .	x	✓	x	✓	HEAD TEACHER recommends and FGB approves or not
	Dismissal of headteacher	x	✓	x		Panel to be convened from FGB
Initial dismissal of other staff	x	x	x	✓	HEADTEACHER	

	Suspending head	x	✓	✓		<b>CHAIR (With appropriate professional advice)</b>
	Suspending staff (except head)	x	x	x	✓	<b>HEADTEACHER</b>
	Ending suspension (head)	✓	✓	✓		<b>Appointed panel</b>
	Ending suspension (except head)	✓	✓	✓		<b>Appointed panel</b>
	Setting the overall staffing structure	✓	✓	x		<b>FGB</b>
	Determining dismissal payments/ early retirement	✓	✓	x		<b>Appointed Panel consisting of Chair of Finance, Chair and Vice-Chair</b>
	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	<b>HEADTEACHER</b>
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				<b>FGB</b>

Area	Rosemary Nursery School and Children's Centre Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Extra-curricular provision	To decide whether to offer additional activities and what form these should take	✓	x	x	x	<b>FGB</b>
	To put into place the additional services provided	x	x	x	✓	<b>HEADTEACHER</b>
	To decide whether to stop providing additional activities.	✓	x	x	x	<b>FGB</b>
Performance management	To formulate and review teacher appraisal policy	✓	✓	x		<b>FGB advised by Head Teacher</b>
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	x		<b>FGB/APPRAISAL PANEL</b>
	To carry out appraisal of other teachers.				✓	<b>HEADTEACHER</b>
Discipline/exclusions	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 excluded for more than 15 days in total in a term.	x	✓			<b>PANEL OF GOVERNORS</b>

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	(Can be delegated to chair/vice-chair in cases of urgency)					
<b>Discipline/ exclusions</b>	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓	✗		<b>FGB</b>
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	<b>HEADTEACHER</b>
<b>Admissions</b>						
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	✗	✓			<b>Panel of Governors</b>
<b>Premises &amp; insurance</b>	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	✗	✗		<b>FGB</b>
<b>Health &amp; safety</b>	To ensure a health and safety policy and procedures are in place.	✓	✓			<b>FGB</b>
	To ensure that health and safety regulations are followed	✗	✗	✗	✓	<b>HEADTEACHER</b>
<b>School organisation</b>	To publish proposals to change category of school	✓	✓	✗	✗	<b>FGB</b>
	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)	✓	✗	✗		<b>FGB</b>
	To ensure that school lunch nutritional standards <sup>3</sup> are met	✗	✗	✗	✓	<b>HEADTEACHER</b>
	To establish a data protection policy and review it at least every two years.	✗	✓	✗	✓	<b>HEADTEACHER</b>
Maintain a register of pupil attendance	✗	✗	✗	✓	<b>HEADTEACHER</b>	

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
<b>School organisation</b>	To ensure provision of free meals to those pupils meeting the criteria, (if applicable).	x	x	x	✓	<b>HEADTEACHER</b>
<b>Information for parents</b>	To establish, publish and review a complaints procedure.	✓	✓	x	x	<b>FGB</b>
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	x	✓	<b>FGB with Headteacher</b>
<b>GB procedures</b>	To draw up an instrument of government and any amendments thereafter	✓				<b>FGB</b>
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				<b>FGB</b>
	To appoint and dismiss the clerk to governors	✓	✓	x	x	<b>FGB</b>
	To appoint and remove community or sponsor governors (if constituted under 2007 Regulations) or co-opted governors (if constituted under 2012 Regulations).	✓				<b>FGB</b>
	To appoint local authority governors if constituted under the 2012 Regulations	✓				<b>FGB</b>
	To set up a register of governors' business interests	✓	✓	x		<b>FGB</b>
	To approve and set up a governors expenses scheme	✓	✓	x	x	<b>FGB</b>
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				<b>FGB</b>
	To regulate the GB procedures (where not set out in law)	✓				<b>FGB</b>
<b>Federations</b>	To consider forming a federation or joining an existing federation	✓				<b>FGB</b>
	To consider requests from other schools to join the federation	✓				<b>FGB</b>

	To leave a federation	✓				FGB
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Inclusion and equality	To establish and review a special educational needs (SEND) policy.	✓				FGB
	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.	✓	✓	x	✓	HEADTEACHER
	To designate a 'responsible person' for children with SEN in community, voluntary and foundation schools	✓	✓	x	✓	HEADTEACHER
	To designate a 'responsible person' for looked after children in community, voluntary and foundation schools	✓	✓	x	✓	HEADTEACHER
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	HEADTEACHER
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	x	x	FGB

## Notes

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.