

# GLEN HILLS PRIMARY SCHOOL GOVERNING BODY/CSLT DELEGATION PLANNER



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 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 our governing body.

## Key

Level 1:	Full Governing Body - henceforth referred to as the Committee of SLT (CSLT)
Level 2:	A sub- committee of the CSLT
Level 3:	An individual governor
Level 4:	Executive Head teacher and/or Head of School
Level 5:	Symphony Learning Trust (SLT) Trustees



Function **cannot** be legally carried out at this level



Action and/or involvement undertaken at 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 CSLT or a sub-committee with delegated authority, not by individuals. This also denotes 'not involved'

- The CSLT is responsible for the strategic direction of the school based upon the shared vision of the SLT
- Sub-committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Executive Head and staff play the major role in formulating plans, policies and targets to bring to sub-committees or to the CSLT for discussion prior to adoption by the CSLT.
- The Executive Head is responsible for internal organisation, management and control of the school and is accountable to the CSLT and ultimately, the SLT Trustees.

Area	Function	Level					Preceding organisation (if required)	Sub-committee
		1	2	3	4	5		
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			X	Executive Head/SBM	FINANCE COMMITTEE
	To monitor monthly expenditure.	✓	✓	X	✓	X	Executive Head/Finance Officer	FINANCE COMMITTEE
	To establish a charging and remissions policy	X	X	X	X	✓	SLT Trustees	
	To enter into contracts (governing body should agree financial limits)	✓	✓	X	✓	X	Executive Head/SBM	FINANCE COMMITTEE
Staffing	Appoint selection panel for Executive Head teacher	✓				✓	Governors/SBM	CSLT & HR
	Appoint selection panel for Head of School	✓				X	Executive Head/Governors/SBM	CSLT & HR
	Appoint selection panel for other members of the senior leadership team	✓	X	X	X	X	Executive Head/Head of School/Governors/SBM	MEMBERS OF GOVERNING BODY & HR
	Appoint other teachers	X	X	X	✓	X	Executive Head/Head of School/SBM	MEMBERS OF GOVERNING BODY & HR
	Appoint non-teaching staff	X	X	X	✓	X	Executive Head/Head of School/SBM	MEMBERS OF GOVERNING BODY & HR
	To put in place a pay policy	X	X	X		✓	SLT Trustees	
	To decide upon pay discretions in line with the pay policy and legal requirements	X	✓	X		X	Executive Head/SBM/ Pay Committee	PAY COMMITTEE
	Dismissal of Executive Head teacher	✓	X	X		✓	-	CSLT & HR
	Initial dismissal of other staff	X	✓	X	✓	X	Executive Head	MANAGEMENT COMMITTEE & HR
	Suspending Executive Head	X	✓	X		✓	-	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	Suspending staff (except Executive Head)	X	X	X	✓	X	Executive Head	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	Ending suspension (Executive Head)	X	✓	X		✓	-	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	Ending suspension (except Executive Head)	X	✓	X		X	Executive Head	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	Setting the overall staffing structure	✓	✓	X		X	Executive Head/SBM/Governors	MANAGEMENT COMMITTEE
	Determining dismissal payments/early retirement	✓	✓	X		X	Executive Head/SBM/ Governors	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	To produce and maintain a central record of recruitment and vetting checks	X	X	X	✓	X	Head of School / Finance Officer / Admin Manager	SAFEGUARDING COMMITTEE
Establish and review procedures for addressing staff discipline, conduct and grievance.	X				✓	SLT Trustees		
Curriculum	Ensure National Curriculum (NC) taught to all students	✓	✓	X	✓	X	Executive Head/ Head of School	CURRICULUM COMMITTEE
	To consider any disapplication for student(s)	X	X	X	✓	X	Executive Head/Head of School	CURRICULUM COMMITTEE
	Establish and review a sex education policy (including in primary schools where the governing body must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	X	✓	X	✓	X	Executive Head/Head of School/Governors	CURRICULUM COMMITTEE
Performance Management	To formulate and review teacher appraisal policy	X	✓	X		✓	SLT Trustees	
	To appoint the panel to carry out the appraisal of the Executive Head teacher	✓	✓	X		X	Executive Head/SBM	NOMINATED PM GOVERNORS AND EXTERNAL PERSON
	To carry out appraisal of other teachers				✓		Executive Head/Head of School / Assistant Heads, FS coordinator	REPORTED TO CSLT
Discipline/ exclusions	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	X	✓			X	Executive Head/HoS	MANAGEMENT COMMITTEE AND HR
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a	X	✓			X	Executive Head/HoS	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR

	term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of emergency)							
<b>Admissions</b>	To consult before setting an admissions policy and to ensure it is legally in place and representative of views and reasonable constraints	x	✓			✓	Executive Head/SBM	MANAGEMENT COMMITTEE (SLT Trustees to produce policy)
<b>Premises and Insurance</b>	Buildings insurance and personal liability – governing body to seek advice from LA or trustees where appropriate	✓	x	x		✓	Executive Head/SBM	MANAGEMENT COMMITTEE (SLT Trustees to source and agree)
<b>Health &amp; Safety</b>	To ensure a health and safety policy and procedures are in place.	✓	✓			x	Executive Head/SBM	MANAGEMENT COMMITTEE
	To ensure that health and safety regulations are followed	x	✓	x	✓	x	Executive Head/SBM	MANAGEMENT COMMITTEE
<b>School Organisation</b>	To set the times of school sessions and the dates of school terms and holidays	✓	x	x		x	Executive Head/SBM/	MANAGEMENT COMMITTEE
	To ensure that school nutritional standards are met.	x	x	x	✓	x	Executive Head/AH/ Head Cook	MANAGEMENT COMMITTEE
	To ensure provision of free meals to those students meeting the criteria	x	x	x	✓	x	Executive Head/Head of School	MANAGEMENT COMMITTEE
	To establish a data protection policy and review it at least every two years	x	x	x	x	✓	SLT Trustees	
	Maintain a register of pupil attendance	x	x	x	✓	x	Executive Head/Head of School/Office Assistant	x
<b>Information for Parents</b>	Adopt and review the home-school agreement	✓	✓	x		x	Executive Head/Head Of School	CURRICULUM COMMITTEE
	Establish, publish and review a complaints procedure.	✓	x	x	x	✓	SLT Trustees	
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	x	x	✓	✓	SLT Trustees	
<b>Governing Body Procedures</b>	To draw up an instrument of government and any amendments thereafter	✓				x	Executive Head/SBM	CSLT
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				x	SBM Support	CSLT
	To appoint and dismiss the clerk	✓	✓	x	x	x	SBM Support	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓				x	SBM Support	CHAIR OF GOVERNORS WITH GOVERNOR ASSISTANCE & HR
	To set up a register of governors' business interests	✓	✓	x		x	SBM Support	CSLT
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				x	SBM Support	CSLT
	To regulate the governing body procedures (where not set out in law)	✓				✓	SBM Support	CSLT
<b>Inclusion and Equality</b>	To establish and review a special educational needs (SEN) policy.	✓				x	Executive Head//Head of School	CURRICULUM COMMITTEE
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years	✓	✓	x	✓	x	Executive Head/Head Of School	MANAGEMENT COMMITTEE
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools.	✓	✓	x	✓	x	Executive Head//Deputy	CURRICULUM COMMITTEE
	To designate a "responsible person" for looked after children on community, voluntary and foundation schools.	✓	✓	x	✓	x	Executive Head//Deputy	CSLT
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	x	Executive Head/SENCO/SBM	MANAGEMENT COMMITTEE
	To establish and review annually a child protection policy and relevant procedures	✓	✓	x	x	✓	SLT Trustees	