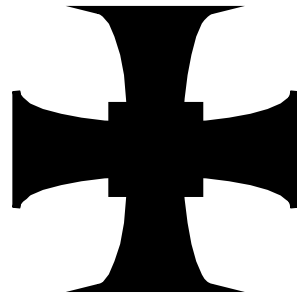


**TRINITY SCHOOL  
CARLISLE**



A CHURCH OF ENGLAND ACADEMY

**SCHEME OF DELEGATION  
GOVERNING BODY  
DECISION PLANNER**

**Full Governing Body**

**Reviewed:** February 2018

**Ratified by the full Governing Body:** March 2018

**Next review:** February 2019

## Scheme of Delegation Governing Body Decision Planner 2018

**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: Co-Headteachers

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 Body as a whole remains responsible for any decision made under delegation\***

Key Function	No	Tasks	Decision Level				
			1	2	3	4	
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	X	X			
	2	To monitor monthly expenditure.		X		X	
	3	To establish a charging and remissions policy		X			
	4	Miscellaneous financial decisions		X		X	
	5	To enter into contracts (GB may wish to agree financial limits)	X	X			
	6	To make payments		X		X	
<b>Staffing</b>	7	Headteacher appointments (selection panel)	X				
	8	Senior Leadership Team appointments (selection panel)	X				
	9	Appoint other teachers				X	
	10	Appoint non-teaching staff				X	
	Committee > GB Ratify	11	Agree a pay policy	X	X		
	Pay Policy Cttee > GB	12	Pay discretions		X		
		13	Establishing and reviewing disciplinary/capability procedures	X	X		
	GB <b>must</b> act through Staff Dismissal Committee	14	Dismissal of Co-Headteacher(s)		X		
		15	Dismissal of other staff		X		
	C of G > Committee	16	Suspending Co-Headteacher(s)		X	X	
	17	Suspending staff (except Co-Headteachers)		X		X	
	18	Ending suspension (Co-Headteachers)		X			
	19	Ending suspension (except Co-Headteachers)			X	X	
	20	Determining staff complement	X	X			
	21	Determining dismissal payments/ early retirement		X			
	22	To produce and maintain a central record of recruitment and vetting checks				X	
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all students and to consider any disapplication for student(s)		X		X	
	24	To establish a curriculum policy				X	
	25	To agree and monitor curriculum policy	X	X			
	26	To implement curriculum policy				X	
	27	Responsible for standards of teaching		X		X	
	28	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)		X		X	
	29	Responsibility for individual child's education				X	
	30	Provision of sex education – to establish and keep up to date a written policy	X	X		X	
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X			X	
<b>Performance Management</b>	32	To establish a performance management policy		X			
	33	To monitor the performance management policy		X		X	
	34	To review annually the performance management policy		X			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
	35	To appoint the panel to carry out the appraisal of the Co-Headteachers	X	X		
<b>Target Setting</b>	36	To set and publish targets for student achievement	X	X		X
<b>Discipline/Exclusions</b>	37	To establish a discipline policy		X		
	38	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 term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X		
	39	To direct reinstatement of excluded students (Can be delegated to chair/vice-chair in cases of urgency)		X		
<b>Admissions</b>	40	To consult before changing an admissions policy	X			
	41	Admissions: application decisions		X		
	42	To appeal against LA directions to admit student(s)		X		
<b>Religious Education</b>	43	Responsibility for ensuring provision of RE in line with school's basic curriculum NB this must fall into line with locally agreed syllabus	X	X		X
	44	Decision to provide RS according to trust deed/specified denomination	X			
	45	Decision to provide RS in line with locally agreed syllabus	X			
<b>Collective Worship</b>	46	Arrangements for collective worship		X		
	47	To ensure that all students take part in collective worship in line with statutory requirements		X		X
<b>Premises &amp; Insurance</b>	48	Buildings insurance and personal liability		X		
	49	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X	X		
	50	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	X		
<b>Health &amp; Safety</b>	51	To institute a health and safety policy	X			
	52	To ensure that health and safety regulations are followed	X	X		X
<b>School Organisation</b>	53	To publish proposals to change category of school	X			
	54	To set the times of school sessions and the dates of school terms and holidays	X			
	55	To ensure that the school meets for 380 sessions in a school year	X			X
	56	To ensure that school lunch nutritional standards are met where provided by the governing body.	X	X		X
	57	To establish a Data Protection Policy and review it at least every two years		X		X
	58	To maintain a register of student attendance				X
	59	To ensure provision of free school meals to those students meeting the criteria				X
<b>Information For Parents</b>	60	To approve and publish the school prospectus		X		X
	61	Adoption and review of home-school agreements		X		X
	62	To establish, publish and review a Complaints Procedure	X	X		
	63	To establish and publish a Freedom of Information Scheme and ensure the school complies with it	X	X		X
<b>GB Procedures</b>	64	To draw up instrument of government and any amendments thereafter	X			
	65	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X			
	66	To appoint and dismiss the Secretary to the Academy Trust & Governing Body	X			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
	67	To hold a full Governing Body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	X			
	68	To appoint and remove community or sponsor governors	X			
	69	To appoint and remove Local Authority Governors	X			
	70	To set up a Register of Governors' Business Interests	X			
	71	To approve and set up a Governors' Expenses Scheme	X	X		
	72	To discharge duties in respect of students with special needs by appointing a "responsible person" in the Academy			X	
	73	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	74	To regulate the GB procedures (where not set out in law)	X			
<b>Federations</b>	75	To consider forming a federation or joining an existing federation	X			
	76	To consider requests from other schools to join the federation	X			
	77	To leave a federation	X			
<b>Inclusion and Equality</b>	78	To establish and review a Special Educational Needs (SEN) Policy	X			
	79	To establish and publish annually an 'Equality Information and Objectives Statement'	X			X
	80	To designate a 'responsible person' for children with SEN				X
	81	To designate a 'responsible person' for Looked After children	X	X		X
	82	To establish an Accessibility Plan and review it every three years	X	X		X
	83	To establish and review annually a Child Protection Policy and relevant procedures	X	X		