



GOVERNING BOARD DECISION PLANNER SCHEME OF DELEGATION 2026-2027

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BOARD MAY LEGALLY DELEGATE FUNCTIONS

KEY:

Level 1	Governing Board	GB	
Level 2	A committee of the Governing Board	AC	Admissions Committee
		CSC	Curriculum and Standards Committee
		FRC	Finance and Resources Committee
		PDC	Pupil Discipline Committee
		PRC	Pay Review Committee
		SDC	Staff Discipline Committee
Level 3	An individual governor		
Level 4	Headteacher	HT	

Where the decision level column is left blank, decisions may be carried out at this level.

Where the decision level column is greyed out, these functions and decisions cannot be legally carried out at this level.

NB: It must be noted that although decisions may be delegated, the Governing Board as a whole remains responsible for any decision made under delegation.

			Decision Level			
Key Function	No	Tasks	1	2	3	4
Budgets	1	To approve the annual budget plan each financial year and subsequent short, medium and long term plans		FRC		
	2	To monitor monthly expenditure		FRC		HT
	3	To establish a charging and remissions policy		FRC		HT
	4	Miscellaneous financial decisions		FRC		HT
	5	To enter into small contracts with a total value less than £1,000	GB	FRC		HT
	6	To order goods and services up to the value of £10,000				HT
	7	To make and approve virements up to £5,000		FRC		
Staffing	8	Headteacher appointments (selection panel)	GB			
	9	Deputy appointments (selection panel)	GB			
	10	Appoint other teachers				HT
	11	Appoint non-teaching staff				HT
	12	Agree a pay policy	GB	FRC		
	13	Pay discretions	GB	PRC		
	14	Establishing disciplinary/capability procedures	GB			



			Decision Level			
Key Function	No	Tasks	1	2	3	4
Staffing (cont...)	15	Dismissal of head teacher	GB			
	16	Dismissal of other staff	GB	SDC		
	17	Suspending head	GB			
	18	Suspending staff (except head)	GB	SDC		HT
	19	Ending suspension (head)	GB			
	20	Ending suspension (except head)	GB			
	21	Determining staff complement	GB			
	22	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	GB			
	23	Determining severance, early retirement, or redundancy payments	GB	FRC		
Curriculum	24	Ensure National Curriculum (NC) is taught to all pupils and to consider any disapplication for pupil(s)	GB	CSC		
	25	To establish a curriculum policy				HT
	26	To implement curriculum policy				HT
	27	To agree or reject and monitor curriculum policy	GB	CSC		
	28	Responsible for standards of teaching	GB	CSC		HT
	29	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)	GB	CSC		
	30	Responsibility for individual child's education		CSC		HT
	31	Provision of sex education – to establish and keep up to date a written policy	GB			HT
	32	To prohibit political indoctrination and ensuring the balanced treatment of political issues	GB			HT
	33	To establish a charging and remissions policy for activities (not National Curriculum based)		FRC		HT
Performance management	34	To formulate a performance management policy	GB			HT
	35	To establish a performance management policy	GB			
	36	To implement the performance management policy				HT
	37	To review annually the performance management policy	GB			
Target setting	38	To set and publish targets for pupil achievement	GB	CSC		
Pupil discipline: exclusions and suspensions	39	To establish a pupil policy: suspensions and exclusions	GB	PDC		
	40	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and suspensions where the pupil is either suspended for more than 15 days in total in a term, or would lose the opportunity to sit a public examination or national curriculum test (can be delegated to Chair/ Vice-Chair in cases of urgency)		PDC		



Key Function	No	Tasks	Decision Level			
			1	2	3	4
Pupil discipline: exclusions and suspensions (cont...)	41	To direct reinstatement of excluded pupils (can be delegated to chair/vice-chair in cases of urgency)		PDC		
Admissions	42	To determine annually the admissions arrangements for the school and publish the approved admissions policy	GB	AC		
	43	To undertake a public consultation on any proposed changes to the admissions arrangements for the following year before confirming such arrangements and publishing the approved admissions policy	GB	AC		
	44	To undertake a public consultation on the admissions arrangements at least once every seven years, even if there have been no changes during that period	GB	AC		
	45	Admissions: application decisions (administered through the local authority coordination scheme)	GB	AC		
	46	Admissions: appeals decisions	GB	AC		
	47	To appeal against local authority directions to admit pupil(s)	GB	AC		
Religious Education	48	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	GB	CSC		
	49	Decision to revert to previous RE syllabus	GB			HT
	50	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)	Not applicable			
	51	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)	Not applicable			
Collective worship	52	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				HT
	53	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				HT
	54	Arrangements for collective worship (schools without religious character (after consulting GB)				HT
	55	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	Not applicable			



Key Function	No	Tasks	Decision Level			
			1	2	3	4
Premises and insurance	56	Buildings insurance and personal liability– GB to seek advice from local authority, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	GB			
	57	Developing school buildings strategy or master plan and contributing as required to the local authority Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	GB			
	58	Procuring and maintaining buildings, including developing properly funded maintenance plan	GB			
Health and Safety	59	To institute a health and safety policy	GB			
	60	To ensure that health and safety regulations are followed	GB	FRC		
School organisation	61	To publish proposals to change category of school	GB			
	62	Proposal to alter or discontinue voluntary foundation or foundation special school	GB			
	63	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the local authority	GB			
	64	To ensure that the school meets for 380 sessions in a school year	GB			
	65	To ensure that school lunch nutritional standards are met where provided by the Governing Board.		CSC		HT
Information For Parents	66	To prepare and publish the school prospectus		CSC		HT
	67	To ensure provision of free school meals to those pupils meeting the criteria		CSC		HT
	68	Adoption and review of home-school agreements	GB	CSC		
Governing Board procedures	69	To draw up instrument of government and any amendments thereafter	GB			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Board	GB			
	71	To appoint and dismiss the Clerk to the Governors	GB			
	72	To hold a Governing Board meeting at least three times in a school year or a meeting of the temporary governing body as often may require	GB			
	73	To appoint and remove community or sponsor governors	GB			
	74	To set up a Register of Governors' Business Interests	GB			
	75	To approve and set up a Governors Expenses Scheme	GB			
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	GB			
	77	To consider whether or not to exercise delegation of functions to individuals or committees	GB			



Key Function	No	Tasks	Decision Level			
			1	2	3	4
Governing Board procedures (cont...)	78	To regulate the Governing Board procedures (where not set out in law)	GB			
Federations	79	To consider forming a federation or joining an existing federation	GB			
	80	To consider requests from other schools to join the federation	GB			
	81	To leave a federation	GB			
Extended schools	82	To decide to offer additional activities and to what form these should take*	GB			
	83	To put into place the additional services provided				HT
	84	To ensure delivery of services provided				HT
	85	To cease providing extended school provision*	GB			

**Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the Governing Board.*