

## Delegated Responsibilities

### KEY

Level 1: Board of Directors

Level 2: Local GB

Level 3: Headteacher/Principal

Column ✓ : Action could be undertaken by this level.

Column blocked off: Function cannot be carried out at this level.



Key Function	Tasks	1	2	3
<b>Budgets</b>	To approve the first formal budget plan each financial year	✓		
	To monitor monthly expenditure.		✓	✓
	To establish a charging and remissions policy		✓	✓
	Miscellaneous financial decisions		✓	✓
	To enter into contracts (SDA to agree financial limits)	✓	✓	✓
	To make payments	✓	✓	✓
<b>Staffing</b>	Appoint executive Headteacher/Principal	✓		
	Approve appointment of Headteacher/Principal/Head of School	✓		
	Appointment of Deputy Headteacher and Vice Principal		✓	✓
	Appoint other teachers		✓	✓
	Appoint non-teaching staff		✓	✓
	Agree a pay policy	✓		
	Pay discretions	✓		
	Establishing disciplinary/capability procedures	✓		
	Dismissal of headteacher/principal	✓		

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Key Function	Tasks	1	2	3
Staffing cont.	Dismissal of other staff	✓		
	Suspending headteacher/principal	✓	✓	
	Suspending other staff			✓
	Ending suspension (headteacher/principal)	✓	✓	
	Ending suspension (other staff)		✓	
	Determining staff complement	✓		
	Determining dismissal payments/ early retirement	✓		
Curriculum	To establish a curriculum policy		✓	
	To implement curriculum policy			✓
	To monitor implementation of curriculum policy		✓	✓
	Responsible for standards of teaching	✓	✓	✓
	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)			✓
	Establish and review a sex 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.		✓	
	Responsibility for individual child's education	✓	✓	✓
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓	✓	✓
	To establish a charging and remissions policy for activities	✓		

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<b>Performance Management (appraisal)</b>	To formulate a performance management policy	✓		
	To establish a performance management policy	✓		
	To implement the performance management policy	✓	✓	✓
	To review annually the performance management policy	✓		
	Appoint an external adviser to assist with the Head's appraisal	✓		
<b>Data Analysis &amp; Target Setting</b>	To set targets for pupil achievement		✓	✓
	To monitor targets for pupil achievement	✓	✓	✓
	Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' Data Dashboard	✓	✓	
<b>Discipline/ Exclusions</b>	To establish a pupil discipline policy		✓	
	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 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)		✓	
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓	
<b>Admissions</b>	Approval of admissions policy	✓		
	Admissions: application decisions		✓	

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<b>Collective Worship</b>	Arrangements for collective worship (schools without religious character)		✓	
	To ensure that all pupils take part in a daily act of collective worship			✓
<b>Religious Education</b>	Responsibility for ensuring provision of RE in line with school's basic curriculum		✓	
<b>Premises &amp; Insurance</b>	Buildings insurance and personal liability	✓		
	Developing school buildings strategy		✓	
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓	✓	✓
<b>Health &amp; Safety</b>	To institute a health and safety policy	✓		
	To ensure that health and safety regulations are followed		✓	✓
<b>School Organisation</b>	To set the times of school sessions and the dates of school terms and holidays	✓		
	To ensure that school lunch nutritional standards are met where provided		✓	✓
<b>Information For Parents</b>	To prepare and publish a school prospectus		✓	✓
	To ensure provision of free school meals to those pupils meeting the criteria		✓	
	Adoption and review of home-school agreements		✓	
<b>Director Procedures</b>	To draw up terms of reference and any amendments thereafter	✓		
	To appoint (and remove) the chair and vice-chair of the directors	✓		
	To appoint and dismiss the clerk to the directors	✓		
	To hold a Directors meeting at least three times in a school year	✓		
	To set up a Register of Directors' Business Interests	✓		
	To approve and set up a Directors' Expenses Scheme	✓		

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Key Functions	Task	1	2	3
<b>Local Governing Body (LGB) Procedures</b>	To appoint and dismiss the clerk to the LGB	✓		
	To appoint (and remove) the chair and vice-chair of the LGB		✓	
	To appoint and remove governors.	✓	✓	
	To set up a Register of Governors' Business Interests		✓	
	To approve and set up a Governors Expenses Scheme		✓	
	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		✓	
<b>Extended Schools</b>	To decide to offer additional activities and what form these should take		✓	
	To put into place the additional services provided		✓	
	To ensure delivery of services provided		✓	
	To cease providing extended school provision		✓	
<b>Academy</b>	To consider requests from other schools to join the academy	✓		
	Annual Report to DfE by 4 mths after YE	✓		
	Annual Report to Companies House by 9 Mths from YE	✓		