



Full Governing Body

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the head teacher
- To agree constitutional matters, including procedures where the governing body has discretion
- To consider whether or not to exercise delegation of functions to individuals or committees
- To establish the terms of reference for key responsibilities and membership
- To receive reports and ratify recommendations from full or from individual governors
- To consider business provided by the LA and other sources
- To agree selection panel for head teacher and deputy head appointments
- To suspend or end suspension of head teacher
- To draw up the instrument of governance and amendments thereafter
- To appoint or remove the chair and vice chair
- To appoint or dismiss the clerk
- To hold at least 3 governing body meetings a year
- To set up a register of governors' business interests
- To recruit and appoint new governors where appropriate
- To suspend a governor
- To manage the school budget and consider proposed revisions to the budget
- To decide whether to delegate power to spend the delegated budget to the head teacher and if so establish financial limits of delegated authority
- To review delegated spending limits
- To approve the first formal budget plan of the financial year
- To approve the Statement of Internal Control
- To ensure a policy review cycle is in place

Suggested agenda

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Apologies • Declaration of Interests • Consideration of Urgent Business • Membership • Election of Chair • Election of Vice Chair • Review Terms of Reference/ Memberships • Minutes & Matters Arising • Governor Monitoring Reports & Review of Links • H/T Report • Budget • Review SATs and other results • Governor Training • LA Reports • Dates & Times 	<ul style="list-style-type: none"> • Apologies • Declaration of Interests • Consideration of Urgent Business • School Improvement Report to Governors • Membership • Minutes & Matters Arising • Governor Monitoring Reports • H/T Report (+ progress towards targets, SIP update) • Budget Preparation/SLA's • Governor Training • LA Reports • Dates & Times 	<ul style="list-style-type: none"> • Apologies • Declaration of Interests • Consideration of Urgent Business • School Improvement Report to Governors • Membership • Minutes & Matters Arising • Governor Monitoring Reports • H/T Report (SIP Update, annual safeguarding report) • Approval of Budget & School Fund, Statement of Internal Control • GB Self Review • Governor Training • LA Reports • Dates & Times

Teaching and Support Staff Appointments

- To shortlist, interview and recommend to the full governing body for appointment, one of the applicants interviewed
- To attend training where appropriate

Disqualification - None

Staff governors can participate in appointments.

Finance & Staffing Responsibilities

- To manage and decide how to spend the delegated budget.
- To consider at least three budget monitoring reports each year
- To draft the first formal budget plan of the financial year
- To determine lettings charges for other users of the school buildings and grounds
- To manage tendering processes and the awarding of contracts
- To implement pay policies
- To consider early retirement requests (with the exception of the head and deputy)
- To consider requests for secondment
- To consider requests for disposal of obsolete stock
- To establish and review ordering and payments systems
- To consider use of Pupil Premium
- To approve virements in accordance with the Manual of Internal Procedures
- To ensure the school meets SFVS
- To establish and maintain a three year financial plan
- To consider termly budget position statements including virement decisions and to report anomalies to the full governing body
- To ensure that the school operates within the Financial Regulations of Cheshire West & Chester Council
- To monitor expenditure of School Fund
- To make decisions on expenditure following recommendations from other committees
- To consider SLA's and contracts and to monitor the effectiveness of services in consultation with appropriate committees
- To consider future pupil rolls and income levels
- To approve the budget management policy
- To regularly complete governor competencies audit
- To review the Freedom of Information Act Publication Scheme
- To review and determine the staffing structure
- To review Charging and Lettings Policy
- To review the Pay Policy: see disqualifications
- To annually review staff salaries: see disqualifications
- To ensure safeguarding procedures are in place and one governor has completed the safeguarding training with the head teacher
- To draft head and deputy head teacher job descriptions when appropriate
- To conduct agreed arrangements for selection and recruitment
- To appoint teaching and non teaching staff
- To conduct dismissal procedures (dismissal of staff delegated to head + one or more governors)
- To end suspension of staff
- To consider, adopt or adapt LA/Diocesan advice on procedures and practice
- To consider requests made within the scope of staffing policies including flexible working, leave of absence etc
- To receive reports and monitor status of any staffing issues
- To select staff for removal from the staffing structure and to oversee the process leading to staff reductions if necessary
- To regularly review the single central record
- To determine how budget reductions are to be achieved from staffing if necessary
- To consider work/life balance, working conditions and well-being, including the monitoring of absence
- To agree and review annually the appraisal policy ensuring all staff have been consulted
- To agree and conduct procedures for capability, discipline, grievance, whistle blowing and staff welfare issues
- To attend training as appropriate

Disqualification - Any relevant person employed to work at the school other than as the Headteacher when the subject for consideration is the pay or appraisal of any person employed to work at the school

Suggested agenda

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Declaration of Interests • Review H/T Appraisal • Annual Pay Review for H/T & D/H • Review Pay Policy • Review Charging and Lettings Policy • Review Individual School Range • Monitor SLA's • Prepare for SFVS (if applicable) 	<ul style="list-style-type: none"> • Declaration of Interests • Annual pay review • Review appraisal arrangements for staff • Review staff and governor development against SIP • Review pupil number forecast • Prepare and recommend for approval draft budget • Consider SLA's • Monitor SLA's 	<ul style="list-style-type: none"> • Declaration of Interests • Review appraisal arrangements/policies • Succession planning for staff & governors • Review delegated spending limits • Complete asset management plan • Consider outturn • Approve disposal of obsolete resources • Monitor SLA's • Review Budget Management Policy • Governor competencies audit • Review Whistle Blowing Policy • Review delegated spending limits

Curriculum & Pupils Responsibilities

- To ensure provision of free school meals to those pupils meeting criteria
- To review home-school agreements/parental contracts
- To discharge duties in respect of pupils with special needs by appointing a “responsible person”
- To ensure the National Curriculum is taught to all pupils and to consider any disapplications
- To ensure provision of RE in line with schools curriculum
- To review Pupil Premium spending (in consultation with F&S Committee)
- To plan strategies to collect and consider pupil voice
- To consider penalty notices
- To consider and approve admissions arrangements
- To assist in the development of, monitor and review the School Improvement Plan
- To undertake the governing body self review
- To monitor and review pupil and school performance, and attendance and exclusion
- To set attendance targets and monitor attendance data
- To participate in school self-evaluation
- To consider curriculum complaints
- To consider Nursery admissions
- To ensure the safeguarding of children
- To ensure policies for LAC are in line with guidance
- To ensure the school contributes to community cohesion
- To undertake an annual review of safeguarding
- To review Behaviour, Exclusion and Discipline Policy
- To review Homework Policy
- To review Equal Opportunities Policy
- To review RE Policy
- To review Collective Worship Policy
- To review Race Equality Policy
- To review Disability Equality Duty
- To review Early Years Foundation Stage Policy
- To review Child Protection Policy
- To attend training as appropriate

Disqualification - None

Suggested agenda

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Declaration of Interests • Agree policy review cycle • Review policies in accordance with agreed cycle • Consider proposed targets or agree if so delegated • Review self evaluation sections • Receive SIP 	<ul style="list-style-type: none"> • Declaration of Interests • Review policies in accordance with agreed cycle • Review home/school contract & parent handbook • Review self evaluation sections 	<ul style="list-style-type: none"> • Declaration of Interests • Review policies in accordance with agreed cycle • Review SIP • Review self evaluation sections • Governing Body Self Review • Safeguarding Annual Report from Safeguarding link governor

Premises, Health & Safety Responsibility

- To comply with the Health and Safety Policy, including the monitoring and review of procedures
- To ensure that adequate resources are available to fulfil the aims and objectives of the above policy
- To ensure that actions are taken in respect of relevant health and safety legislation
- To advise the governing body on priorities, including health and safety and maintenance and development of the premises
- To oversee arrangements for repairs and maintenance of the premises
- To develop a school buildings strategy
- To procure buildings insurance
- To monitor H&S arrangements
- To monitor accident book and agree appropriate actions
- To make recommendations to the Finance and Staffing Committee on premises related expenditure
- In consultation with the head and the Finance and Staffing Committee, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of premises by outside users
- To monitor the effectiveness of services provided through relevant SLA's and contracts
- To receive health and safety reports
- To ensure a termly health and safety tour is conducted
- To receive reports on the condition of buildings and school environment.
- To examine the accident report book for staff and pupils
- To receive termly reports on the fire evacuation procedures
- To consider tenders for work
- To approve a Health & Safety Policy
- To establish and review an Asset Management Plan
- To establish and review an Accessibility Plan
- To approve high risk educational visits
- To attend training as appropriate

Disqualification - None

Suggested agenda

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Declaration of Interests • Notification of educational visits • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report 	<ul style="list-style-type: none"> • Declaration of Interests • Notification of educational visits • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report • Organise annual health and safety visit 	<ul style="list-style-type: none"> • Declaration of Interests. • Notification of educational visits • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report

Appeals & Complaints Committee

Membership: To be formed by the Chair of Governors; see Disqualification.

- To consider appeals against the decision of the head or committees
- To consider any complaints against the school in accordance with the agreed Complaints Procedure
- To approve a Complaints Policy
- To attend training as appropriate

Disqualification - Headteacher or any member of the committee who made the original decision

Head Teacher Appraisal

Membership: 3 Governors and 2 must be Foundation Governors

- To discuss and agree the annual head teacher's performance targets
- To decide whether the targets have been met
- To monitor through the year the performance of the head teacher against the targets
- To make recommendations to the Finance & Staffing Committee in respect of pay awards for the successful meeting of targets
- To attend training were appropriate

Disqualification - Headteacher & staff governors

Admissions Panel

Membership: At least 5 Governors including the Headteacher & 2 Foundation Governors

To determine within statutory provisions and the Admissions Criteria whether any child should be admitted to the school

- To review admissions arrangements and to make recommendations for changes to the governing body
- To review Admissions Policy
- To attend training were appropriate

Disqualification – The Headteacher should be on the committee, however, they cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child

GOVERNING BODY DECISION PLANNER

PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1: Full Governing Body (Panels convened when required)

Level 2: An individual Governor

Level 3: Headteacher.

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	Tasks	1	2	3
Budgets	To approve the first formal budget plan each financial year	X		
	To monitor monthly expenditure.			X
	To establish a charging and remissions policy	X		
With LA approval	Miscellaneous financial decisions			X
	To enter into contracts (GB may wish to agree financial limits)	X		
	To make payments			X
Staffing	Headteacher appointments (selection panel)	X		
	Deputy appointments (selection panel)	X		
	Appoint other teachers	X		
	Appoint non teaching staff			X
	Agree a pay policy	X		
	Pay discretions	X		
	Establishing disciplinary/capability procedures	X		
	Dismissal of Headteacher	X		
	Dismissal of other staff	X		
	Suspending head	X		
	Suspending staff (except head)	X		
	Ending suspension (head)	X		
	Ending suspension (except head)	X		
	Determining staff complement	X		
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	X		
	Determining dismissal payments/ early retirement	X		
Curriculum	Ensure National Curriculum (NC) taught to all pupils and to consider any dis-application for pupil(s)	X		
	To establish a curriculum policy			X
	To implement curriculum policy			X
	To agree or reject and monitor curriculum policy	X		
	Responsible for standards of teaching			X
	To decide which subject options should be taught having			X

	regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			
	Responsibility for individual child's education			X
	Provision of sex education – to establish and keep up to date a written policy	X		
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X		
	To establish a charging and remissions policy for activities (non NC based)			X
Performance Management	To formulate a performance management policy	X		
	To establish a performance management policy	X		
	To implement the performance management policy	X		
	To review annually the performance management policy	X		
Target Setting	To set and publish targets for pupil achievement			X
Discipline/ Exclusions	To establish a discipline policy	X		
	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)	X		
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	X		
Admissions	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the Governing Body)			
	To consult annually before setting an admissions policy (VA and Foundation schools)	X		
	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA			
	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the Governing Body)	X		
	Admissions: application decisions (VA, Foundation and special schools)	X		
	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)	X		
Religious Education	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			X
	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)			X
	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)			X
	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)			X
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)			X
	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to dis-apply (after consulting GB)			
	Arrangements for collective worship (schools without religious character (after consulting GB)			

	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	X		
Premises & Insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	X		
	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		
	Procuring and maintaining buildings, including developing properly funded maintenance plan	X		
Health & Safety	To institute a health and safety policy (in community and VC schools this would be the LA)	X		
	To ensure that health and safety regulations are followed	X		
School Organisation	To publish proposals to change category of school	X		
	Proposal to alter or discontinue voluntary foundation or foundation special school	X		
	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 LA			
	To ensure that the school meets for 380 sessions in a school year			X
	To ensure that school lunch nutritional standards are met where provided by the Governing Body.			X
Information For Parents	To prepare and publish the school prospectus			X
	To prepare and publish the school profile			X
	To ensure provision of free school meals to those pupils meeting the criteria			X
	Adoption and review of home-school agreements	X		
GB Procedures	To draw up instrument of government and any amendments Thereafter	X		
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Body	X		
	To appoint and dismiss the clerk to the Governors	X		
	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		
	To appoint and remove community or sponsor Governors.	X		
	To set up a Register of Governors' Business Interests	X		
	To approve and set up a Governors Expenses Scheme	X		
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	X		
	To consider whether or not to exercise delegation of functions to individuals or committees	X		
	To regulate the GB procedures (where not set out in law)	X		
Federations	To consider forming a federation or joining an existing Federation	X		
	To consider requests from other schools to join the Federation	X		
	To have a federation	X		
Extended Schools	To decide to offer additional activities and to what form these should take	X		
	To put into place the additional services provided			X
	To ensure delivery of services provided			X

	To cease providing extended school provision	X		
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Although these tasks are open to delegation law, the Local Authority's expectation would be that these decisions would be undertaken by the full Governing Body.