# Governing body delegation planner

**For local authority maintained schools**

Reviewed September 2023

This delegation planner details the legal responsibilities that governing bodies have as well as wider responsibilities that are fundamental to effective governance. It is intended to support conversations between governors, headteachers and governance professionals about how responsibilities are delegated to ensure the governing body fulfils its duties.

While some functions may be delegated to committees or individuals, the governing body retains collective responsibility and should receive regular reports in order to stay informed.

This planner is not exhaustive; you may need to extend it to cover additional responsibilities that are relevant to your context. Policy approval is not detailed in this planner – refer to our [policy review schedule](https://www.nga.org.uk/knowledge-centre/policy-review-schedule/) for support in this area.

## Key

|  |  |
| --- | --- |
| a | Delegation recommended |
|  | Delegation not recommended |
| **x** | Cannot delegate to this level |

## Legal and compliance responsibilities

| Area of responsibility |  | Task | Full board | Committee | Individual governor | Headteacher | Resources |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Admissions | 1. | *Foundation and voluntary aided schools:*  Comply with the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) in setting out admissions arrangements, making decisions and managing appeals | a |  | **x** | **x** |  |
|  | 2. | Make sure the school’s admissions arrangements comply with the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) and are fair, clear and objective | a |  |  |  |  |
| Attendance | 3. | Regularly review pupil attendance data and patterns | a |  |  |  | See NGA [attendance guidance](https://www.nga.org.uk/knowledge-centre/improving-school-attendance/) |
| Behaviour | 4. | Make/review a written statement of behaviour principles (upon which the behaviour policy is based) | a |  | **x** | **x** | See NGA [guide to effective behaviour management](https://www.nga.org.uk/knowledge-centre/effective-behaviour-management) |
| Budget and finance | 5. | Scrutinise the draft budget |  | a |  |  |  |
|  | 6. | [Approve the budget](https://www.nga.org.uk/knowledge-centre/budget-setting-maintained-schools) |  | a | **x** | **x** |  |
|  | 7. | [Monitor expenditure](https://www.nga.org.uk/knowledge-centre/budget-monitoring-maintained-schools/) against the budget |  | a |  |  |  |
|  | 8. | Approve the [schools financial value standard](https://www.nga.org.uk/knowledge-centre/completing-the-sfvs) (SFVS) |  | a | **x** | **x** | We recommend that scrutiny of the SFVS takes place at committee level |
|  | 9. | Monitor and oversee the impact of [pupil premium](https://www.nga.org.uk/knowledge-centre/pupil-premium-guide-for-governing-boards) and other targeted funding streams  In primary schools, this includes [PE and sport](https://www.nga.org.uk/knowledge-centre/pe-and-school-sport) premium |  | a |  |  | Monitoring is likely to take place across finance/resources and curriculum/standards committees |
| Complaints | 10. | Approve a [procedure for dealing with complaints](https://www.nga.org.uk/knowledge-centre/reviewing-complaints-procedure/) | a |  |  |  |  |
|  | 11. | Make clear to parents where the complaints procedure can be found (usually published on school website) |  |  |  | a |  |
| Curriculum | 14. | Ensure that the school has a broad and balanced curriculum that covers the national curriculum and (where applicable) delivers the EYFS statutory framework |  | a |  |  | See NGA [curriculum guidance](https://www.nga.org.uk/knowledge-centre/curriculum-the-governing-board-role) – page 10 covers areas of focus for governing bodies |
|  | 15. | Monitor and evaluate pupil progress and attainment and make appropriate recommendations to the finance/resource committee |  | a |  |  | You may wish to refer to NGA’s model [committee terms of reference](https://www.nga.org.uk/knowledge-centre/committee-terms-of-reference) |
| Data protection | 16. | Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information belonging to pupils, staff, parents and governors | a |  |  |  | NGA [GDPR monitoring checklist](https://www.nga.org.uk/knowledge-centre/gdpr-monitoring-checklist) |
| Equalities | 17. | Ensure that the school and governing body complies with [The Equality Act 2010](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools), which includes a distinct public sector equality duty | a |  |  |  |  |
| Exclusions | 18. | [Review the headteacher’s decision to exclude](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Admissions-and-Exclusions/Exclusions-guidance-A-four-stage-guide-for-governi.aspx) pupils in certain cases |  | a | **x** | **x** | The governing body usually appoints a panel of governors to carry out this function |
|  | 19. | Monitor data on pupil suspension and exclusion |  | a |  |  | See part seven of [statutory guidance on suspension and exclusion](https://www.nga.org.uk/knowledge-centre/exclusions-guidance) for details |
| Health and safety | 20. | Monitor the effectiveness of the school’s health and safety policy and procedures |  | a |  |  | Refer to NGA guidance on [governing board oversight of health and safety](https://www.nga.org.uk/knowledge-centre/health-and-safety-oversight) |
|  | 21. | Undertake health and safety inspections |  |  |  | a |  |
| Parents | 22. | Have regard to the [views of parents](https://www.nga.org.uk/Knowledge-Centre/Stakeholder-engagement/Parents/guide-to-engaging-parents.aspx) (consult and listen to the parent body) |  | a |  |  |  |
| Pupils with SEND | 23. | Ensure that provision for pupils with [special educational needs and disability](https://www.nga.org.uk/knowledge-centre/send-governing-board-guide) (SEND) is in place and monitor effectiveness |  | a |  |  |  |
|  | 24. | Have specific oversight of the school’s arrangements for SEND |  | a | a |  | An individual governor and the curriculum and standards committee are appointed to support monitoring of this area |
| Safeguarding and child protection | 25. | Promote the welfare of children and comply with the DfE’s statutory guidance on [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and the [Prevent duty](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty) | a |  |  |  | Read NGA [safeguarding guidance for governing boards](https://www.nga.org.uk/knowledge-centre/safeguarding-governing-board-guide) |
|  | 26. | Comply with the requirement for the governing body to complete safeguarding training ([KCSiE paragraph 81](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)) | a |  |  |  |  |
|  | 27. | Take leadership responsibility for safeguarding arrangements |  |  | a |  | An individual governor must be appointed – see [safeguarding link governor role description](https://www.nga.org.uk/knowledge-centre/safeguarding-link-governor-role/) |
| Staffing | 28. | Oversee staff pay, progression and CPD |  | a |  |  |  |
|  | 29. | Headteacher recruitment and appointment |  | a | **x** | **x** | This process is managed by a board-appointed panel, with the support of the Archdiocese |
|  | 30. | Headteacher suspension |  | a |  | **x** | If necessary, the decision to suspend may be taken as a chair’s action |
|  | 31. | Headteacher reinstatement and dismissal |  | a |  | **x** |  |
|  | 32. | Conduct [headteacher performance management](https://www.nga.org.uk/knowledge-centre/executive-leader-appraisal) (appraisal) and review their pay |  | a |  | **x** | The panel conducting the appraisal should provide a written recommendation to the pay committee (separate panels/committees are advisable) |
|  | 33. | Operational employment decisions including recruiting and managing staff below senior leadership level |  |  |  | a |  |

## Wider responsibilities

| Area of responsibility |  | Task | Full board | Committee | Individual governor | Headteacher | Resources |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Policies | 34. | Ensure that the [policies required by law](https://www.nga.org.uk/knowledge-centre/policy-review-schedule/) are in place, have been formally approved (by the governing body/committee) and are readily accessible | a |  |  |  |  |
|  | 35. | Draft school policies |  |  |  | a |  |
| Risk management | 36. | [Understand the main areas of risk](https://www.nga.org.uk/knowledge-centre/risk-management-for-governing-boards) associated with the board’s strategic priorities and the school’s improvement plans, ensuring these are captured within a risk register | **a** |  |  |  |  |
|  | 37. | Maintain a risk register to document risks and control measures |  |  |  | **a** |  |
| School self-evaluation | 38. | Use evidence gathered from data and surveys to inform a process of self-evaluation that identifies what the school does well, and what areas require improvement |  |  |  | **a** | Governors and trustees need to be assured that the self-evaluation process is accurate and helps them to make the right decisions |
| School website | 39. | Ensure that [required information](https://www.nga.org.uk/knowledge-centre/what-schools-should-publish-online/) is published on the school website and that school leaders have effective systems and routines in place to remain compliant | **a** |  |  |  | Governing bodies should not need to carry out routine audits of the school website |
| Strategic direction | 40. | [Set the strategy](https://www.nga.org.uk/knowledge-centre/strategic-guide-boards-leaders) for the school (based on a clear vision for the future, with defined strategic priorities and a plan to monitor progress) | **a** |  |  |  | The strategy document must be approved by the full governing body. Agreeing the strategy should be the result of collaboration between the governing body and school leaders. |

## Governing body business

| Area of responsibility |  | Task | Full board | Committee | Individual governor | Headteacher | Resources |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation and constitution | 41. | Appoint governance professional (clerk to the board) | **a** |  |  |  | The governance professional should also have an [annual appraisal](https://www.nga.org.uk/knowledge-centre/appraisal-form-for-governance-professionals/) |
|  | 42. | Review/establish committees and panels and maintain [terms of reference](https://www.nga.org.uk/Knowledge-Centre/Compliance/Policies-and-procedures/Model-Committee-Terms-of-Reference.aspx) | **a** | **x** | **x** | **x** |  |
|  | 43. | [Elect a governing body chair and vice chair](https://www.nga.org.uk/knowledge-centre/electing-chair-and-vice-chair) | **a** | **x** | **x** | **x** | You may wish to consider [co-chairing](https://www.nga.org.uk/knowledge-centre/co-chairing-in-practice/) |
|  | 44. | Maintain and publish a [register of pecuniary and business interests](https://www.nga.org.uk/knowledge-centre/declaration-and-register-of-interests-forms/) | **a** |  |  |  |  |
|  | 45. | Approve a governors’ [expenses policy](https://www.nga.org.uk/knowledge-centre/governor-and-trustee-expenses) |  | **a** |  |  |  |
|  | 46. | Determine governing body constitution and terms of office | **a** | **x** | **x** | **x** |  |
|  | 47. | Draft schedule of [governor monitoring visits](https://www.nga.org.uk/knowledge-centre/school-visits-guidance) to school | **a** |  |  |  | Agreed between the governing body, school leaders and relevant staff |
|  | 48. | Ensure that the school and governance information is correct on [Get Information about Schools](https://www.get-information-schools.service.gov.uk/) | **a** |  |  |  | The governance professional should ensure that this information is up to date |
| Development | 49. | Adopt/review a [code of conduct](https://www.nga.org.uk/knowledge-centre/governing-board-code-of-conduct) | **a** |  |  |  |  |
|  | 50. | Complete [skills](https://www.nga.org.uk/knowledge-centre/governing-board-skills-audit) and [diversity](https://www.nga.org.uk/knowledge-centre/governing-board-diversity-indicators-form) audits (and create action plans) | **a** |  |  |  | Some boards [appoint a link governor](https://www.nga.org.uk/knowledge-centre/link-governors-and-trustees/) to coordinate board development |
|  | 51. | Conduct [governing body self-evaluation](https://www.nga.org.uk/knowledge-centre/how-to-conduct-board-self-evaluation) | **a** |  |  |  |  |