Governing body delegation planner

Key

✔	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 in setting out admissions arrangements, making decisions and managing appeals	✔				
	2.	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✔				
Attendance	3.	Regularly review pupil attendance data and patterns	✔				See NGA attendance guidance
Behaviour	4.	Make/review a written statement of behaviour principles (upon which the behaviour policy is based)	✔				See NGA behaviour management guidance
Budget and finance	5.	Scrutinise the draft budget	✔				
	6.	Approve the budget	✔				
	7.	Monitor expenditure against the budget	✔				
	8.	Approve the schools financial value standard (SFVS)	✔				We recommend that scrutiny of the SFVS takes place at committee level
	9.	Monitor and oversee the impact of pupil premium and other targeted funding streams In primary schools, this includes PE and sport premium	✔				Monitoring is likely to take place across finance/resources and curriculum/standards committees
Careers	10.	*Secondary schools:*	✔				

Area of responsibility		Task	Full board	Committee	Individual governor	Headteacher	Resources
		Review and monitor the plan for delivering statutory careers education and guidance (pupils in year 7 to 13)					
	11.	Take a strategic interest in careers education and guidance	✔				Secondary school boards should appoint an individual governor for this purpose – see statutory guidance.
Complaints	12.	Approve a procedure for dealing with complaints	✔				
	13.	Make clear to parents where the complaints procedure can be found (usually published on school website)				✔	
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	✔				See NGA curriculum guidance – page 10 covers areas of focus for boards
	15.	Monitor and evaluate pupil progress and attainment and make appropriate recommendations to the finance/resource committee	✔				You may wish to refer to NGA's model 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	✔				NGA GDPR monitoring checklist
Equalities	17.	Ensure that the school and governing body complies with The Equality Act 2010, which includes a distinct public sector equality duty	✔				
Exclusions	18.	Review the headteacher's decision to exclude pupils in certain cases	✔				The governing body usually appoints a panel of governors to carry out this function

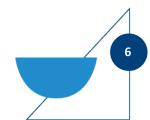| Area of responsibility		Task	Full board	Committee	Individual governor	Headteacher	Resources
	19.	Monitor data on pupil suspension and exclusion	✔				See part seven of statutory guidance on suspension and exclusion for details
Health and safety	20.	Monitor the effectiveness of the school's health and safety policy and procedures	✔				Refer to NGA guidance on health and safety oversight
	21.	Undertake health and safety inspections				✔	
Parents	22.	Have regard to the views of parents (consult and listen to the parent body)	✔				
Pupils with SEND	23.	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness	✔				
	24.	Have specific oversight of the school's arrangements for SEND	✔				An individual governor (or a sub-committee) must be 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 and the Prevent duty	✔				Read NGA safeguarding guidance for governing boards
	26.	Comply with the requirement for the governing body to complete safeguarding training (see KCSiE part 2)	✔				Safeguarding e-learning
	27.	Take leadership responsibility for safeguarding arrangements	✔				An individual governor must be appointed – see safeguarding link governor role description
Staffing	28.	Oversee staff pay, progression and CPD	✔				

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	29.	[Headteacher recruitment](#) and appointment	✔				Most of this process is managed by a board-appointed panel, with the board ratifying their decisions
	30.	Headteacher suspension	✔				If necessary, the decision to suspend may be taken as a chair's action
	31.	Headteacher reinstatement and dismissal	✔				
	32.	Conduct [headteacher performance management](#) (appraisal) and review their pay	✔				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				✔	

Wider responsibilities

Area of responsibility		Task	Full board	Committee	Individual governor	Headteacher	Resources
Policies	34.	Ensure that the policies required by law are in place, have been formally approved (by the governing body/committee) and are readily accessible	✔				
	35.	Draft school policies				✔	
Risk management	36.	Understand the main areas of risk associated with the board's strategic priorities and the school's improvement plans, ensuring these are captured within a risk register	✔				
	37.	Maintain a risk register to document risks and control measures				✔	
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				✔	Governors and trustees need to be assured that evaluation is accurate and helps them to make the right decisions
School website	39.	Ensure that required information is published on the school website and that school leaders have effective systems and routines in place to remain compliant				✔	Governing bodies should not need to carry out routine audits of the school website
Strategic direction	40.	Set the strategy for the school (based on a clear vision for the future, with defined strategic priorities and a plan to monitor progress)	✔				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 & constitution	41.	Appoint governance professional (clerk to the board)	✔				The governance professional should also have an annual appraisal
	42.	Review/establish committees and panels and maintain terms of reference	✔				
	43.	Elect a governing body chair and vice chair	✔				You may wish to consider co-chairing
	44.	Maintain and publish a register of pecuniary and business interests	✔				
	45.	Approve a governors' expenses policy	✔				
	46.	Determine governing body constitution and terms of office	✔				
	47.	Draft schedule of governor monitoring visits to school	✔				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	✔				The governance professional should ensure that this information is up to date
Development	49.	Adopt/review a code of conduct	✔				
	50.	Complete skills and diversity audits (and create action plans)	✔				Some boards appoint a link governor to coordinate board development
	51.	Conduct governing body self-evaluation	✔				