Worlingham CEVC Primary School

DECISION PLANNER

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	13.10.2026
Name of Committee:	Finance Committee
Chair of Committee signature:	*Mr Mark Hurren*
Date of next review:	Autumn 2027

Headteacher: Mrs Holly Marchand
School No. 935 3111

CSD reviewed Autumn 2019

GOVERNING BODY DECISION PLANNER - 2026

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

KEY

Level 1: Full governing body

Level 2: A committee of the governing body – C = Curriculum, D = Disciplinary F= Finance, H&S = Health & Safety, P = Personnel.

Level 3: An individual governor

Level 4: 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

			Decision Level			
Key Function	No	Tasks	1	2	3	4
Budgets	1	To approve the first formal budget plan each financial year	X	X F		
	2	To monitor monthly expenditure.		X F		X
	3	To establish a charging and remissions policy		X F		X
	4	Miscellaneous financial decisions		X F		X
	5	To enter into contracts (GB may wish to agree financial limits)		X F		X
	6	To make payments				X
Staffing	7	Headteacher appointments (selection panel)	X			
	8	Deputy appointments (selection panel)	X			
	9	Appoint other teachers		X P		X
	10	Appoint non teaching staff		X P		X
	11	Agree a pay policy	X			
	12	Pay discretions		X P		
	13	Establishing disciplinary/capability procedures	X	X D P		
	14	Dismissal of headteacher	X			
	15	Dismissal of other staff	X			
	16	Suspending head	X			
	17	Suspending staff (except head)				X
	18	Ending suspension (head)	X			
	19	Ending suspension (except head)		X		

	20	Determining staff complement	X	X P		
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	N/A			
	22	Determining dismissal payments/ early retirement	X			
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	X	X C		X
	24	To establish a curriculum policy				X
	25	To implement curriculum policy				X
	26	To agree or reject and monitor curriculum policy	X	X C		
	27	Responsible for standards of teaching				X
	28	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)	X			X
	29	Responsibility for individual child's education				X
	30	Provision of sex education – to establish and keep up to date a written policy	X			X
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X			X
	32	To establish a charging and remissions policy for activities (non NC based)	X	X F		X
Performance Management	33	To formulate a performance management policy		X P		X
	34	To establish a performance management policy	X	X P		
	35	To implement the performance management policy	X	X P		X
	36	To review annually the performance management policy		X P		
Target Setting	37	To set and publish targets for pupil achievement		X C		X
Discipline/Exclusions	38	To establish a discipline policy	X			
	39	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		X P D		

		urgency)				
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	X			
Admissions	41	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)	N/A			
	42	To consult annually before setting an admissions policy (VA and Foundation schools)	N/A			
	43	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	N/A			
	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body)	N/A			
	45	Admissions: application decisions (VA, Foundation and special schools)	N/A			
	46	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	47	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			X
	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	N/A			
	49	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			
	50	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	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools				X

		without a religious character) to disapply (after consulting GB)				
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				X
	54	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	X			
Premises & Insurance	55	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			
	56	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			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	X H&S		
Health & Safety	58	To institute a health and safety policy (in community and VC schools this would be the LA)	X			
	59	To ensure that health and safety regulations are followed		X H&S		X
School Organisation	60	To publish proposals to change category of school	X			
	61	Proposal to alter or discontinue voluntary foundation or foundation special school	X			
	62	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	X			
	63	To ensure that the school meets for 380 sessions in a school year	X			X
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.	X			X
Information For Parents	65	To prepare and publish the school prospectus		X C		X
	66	To prepare and publish the school profile	X	X C		X
	67	To ensure provision of free school meals to those pupils meeting the criteria				X
	68	Adoption and review of home-school agreements	X			

GB Procedures	69	To draw up instrument of government and any amendments thereafter	X			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X			
	71	To appoint and dismiss the clerk to the governors	X			
	72	To hold a full governing body meeting at least three times in a school year or as often as may require.	X			
	73	To appoint and remove community or sponsor governors.	X			
	74	To set up a Register of Governors' Business Interests	X			
	75	To approve and set up a Governors Expenses Scheme	X			
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	X			
	77	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	78	To regulate the GB procedures (where not set out in law)	X			
Federations	79	To consider forming a federation or joining an existing federation	X			
	80	To consider requests from other schools to join the federation	X			
	81	To leave a federation	X			
Extended Schools	82*	To decide to offer additional activities and to what form these should take	X			
	83	To put into place the additional services provided	X			X
	84	To ensure delivery of services provided	X			X
	85*	To cease providing extended school provision	X			

*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 full Governing Body.