

**OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL  
CHELMSFORD**



**Our Lady Immaculate**  
Catholic Primary School  
A Multi-Academy

*“With God all things are possible”  
(Matthew 19:26)*

At Our Lady Immaculate Catholic Primary School, we will inspire our children to achieve personal excellence for themselves and for the glory of God.

### GOVERNING BOARD DECISION PLANNER

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

**KEY**

- Level 1: Academy Trust (Members)
- Level 2: Full Governing Board (Governors/Directors)
- Level 3: A committee of the Governing Board
- Level 4: Headteacher

**Column blank:** Action could be undertaken at this level.

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

**A:** Provide advice and support to those accountable for decision making

**\*Governors must remember that although decisions may be delegated, the governing board as a whole remains responsible for any decision made under delegation\***

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets &amp; Accounts</b>	1	Approve budget plan for financial year	V		A	
	2	To monitor monthly expenditure	V		A	V

	3	To establish a charging and remissions policy		V	V	
	4	Miscellaneous financial decisions			V	
	5	To enter into contracts (GB may wish to agree financial limits)			V	
	6	To make payments			V	
	7	Ensure academy annual accounts are prepared within the appointed time frame	V			
	8	To approve and submit the annual accounts	V		A	
	9	Review annually and appoint the External Auditors	V			
	10	Review annually the ICE arrangements		V	V	
<b>Staffing</b>	11	Headteacher appointments (selection panel)	V	V		
	12	Deputy appointments (selection panel)		V		
	13	Appoint other teachers				V
	14	Appoint non teaching staff				V
	15	Agree a Pay Policy	V		A	
	16	Pay discretions		V		
	17	Establish and review procedure for addressing staff disciplinary, conduct and grievance			V	
	18	Dismissal of the Headteacher	V			
	19	Dismissal of other staff			A	V
	20	Suspension of the Headteacher	V			
	21	Suspension of other staff (except Headteacher)			A	V
	22	Ending suspension (Headteacher)	V			
	23	Ending suspension (except Headteacher)			V	
	24	Determining staffing requirements		V	V	A
	25	Determining dismissal payments/ early retirement			V	
<b>Curriculum</b>	26	To establish and implement a curriculum policy				V
	27	To approve the curriculum policy			V	
	28	Responsibility for standards of teaching		V		A
	29	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)			V	V
	30	Responsibility for individual child's education		V		
	31	Provision of sex education – to establish and keep up to date a written policy		V		
	32	To prohibit political indoctrination and ensuring the balanced treatment of	V			V

		political issues				
	33	To prohibit political indoctrination and ensuring a balanced treatment of political issues	V			V
<b>Performance Management</b>	34	To formulate a performance management policy			V	A
	35	To implement the performance management policy				V
	36	To review annually the performance management policy		V	V	
<b>Target Setting</b>	37	To set and publish targets for pupil achievement		V	V	
<b>Discipline/Exclusions</b>	38	To establish a discipline policy	V			
	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 urgency)			V	
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)			V	
<b>Admissions</b>	41	To consult annually before setting an admissions policy		V	V	
	42	Admissions: application decisions			V	
	43	To appeal against LA directions to admit pupil(s)			V	
<b>Religious Education</b>	44	Responsibility for ensuring provision of RE in line with school's basic curriculum.		V		
<b>Collective Worship</b>	45	Arrangements for collective worship				V
<b>Premises &amp; Insurance</b>	46	Buildings insurance, personal liability and Governors' Indemnity insurance			V	
	47	Develop academy building strategy			V	
	48	Procuring and maintaining buildings, including developing properly funded maintenance plan			V	
<b>Health &amp; Safety</b>	49	To institute a Health & Safety Policy		V	V	
	50	To ensure that Health & Safety regulations are followed		V	V	A
<b>School Organisation</b>	51	To publish proposals to change category of school		V		
	52	To set the times of school sessions and the dates of school terms and holidays		V		
	53	To ensure that the school meets for 380 sessions in a school year		V		
	54	To ensure that school lunch nutritional standards are met where provided by the governing board		V		
<b>Information For Parents</b>	55	To prepare and publish the school prospectus				V
	56	To ensure provision of free school				V

		meals to those pupils meeting the criteria				
	57	Adoption and review of home-school agreements			V	
<b>GB Procedures</b>	58	To appoint (and remove) the chair and vice-chair of GB		V		
	59	To appoint and dismiss the clerk to the governors		V		
	60	To hold a full governing board meeting at least three times in a school year		V		
	61	To set up a Register of Governors' Business Interests		V		
	62	To approve and set up a Governors' Expenses Scheme		V		
	63	To discharge duties in respect of pupils with special needs by appointing a "responsible person".		V		
	64	To consider whether or not to exercise delegation of functions to individuals or committees		V		
	65	To delegate 'Chair's Action' to the Chair of Governors		V		
	66	To regulate the GB procedures (where not set out in law)		V		
<b>Multi-Academy Trusts</b>	67	To consider forming a MAT or joining an existing MAT	V	V		
	68	To consider requests from other schools to join the MAT	V	V		
	69	To leave a MAT	V	V		
<b>Extended Schools</b>	70	To decide to offer additional activities and to what form these should take		V		
	71	To put into place the additional services provided			V	
	72	To ensure delivery of services provided			V	
	73	To cease providing extended school provision		V		
<b>Inclusion and Equality</b>	74	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		V		V
	75	To establish and review a special educational needs (SEN) and disability policy		V		
	76	To designate a 'responsible person' for Safeguarding		V		
	77	To designate a 'responsible person' for looked after children		V		
	78	To establish an accessibility plan and review it every three years			V	
	79	To establish and review annually a child protection policy and relevant procedure		V		

Reviewed and approved by the Governing Board on 17<sup>th</sup> October 2023