

**WEST DERBY SCHOOL
TRUST BOARD DECISION PLANNER**

REVIEWED & APPROVED:

26/06/2024

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

KEY

Level 1: Members

Level 2: Full Trust Board

Level 3: A committee of the Trust Board

Level 4: An individual Trustee

Level 5: Headteacher.

A: Advisory Capacity

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 Trust Board as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	Decision Level					Notes
			1	2	3	4	5	
Oversight of Governance	1	To adopt by special resolution amendments to the articles of association	✓					
	2	To appoint/remove external auditors	✓					
	3	To appoint/remove trustees	✓	✓*				*The Board can appoint/remove co-opted trustees only
	4	To approve any change to the name of the Company	✓					

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			1	2	3	4	5	
Budgets	5	To approve the first formal budget plan each financial year		✓	A			Finance, Personnel and Admissions Committee make recommendations to the Board
	6	To monitor monthly expenditure.					✓	
	7	To establish a charging and remissions policy					✓	
	8	Miscellaneous financial decisions			✓		✓	Delegated authority to the Headteacher for an amount of up to and including £25,000 (Over £25k to committee for approval).
	9	To enter into contracts (GB may wish to agree financial limits)			✓		✓	In accordance with Point 4, delegated limits £25,000 (Over £25k to committee for approval).
	10	To make payments					✓	
Staffing	11	Headteacher appointments (selection panel)		✓				
	12	Deputy appointments (selection panel)		✓				
	13	Appoint other teachers					✓	
	14	Appoint non-teaching staff					✓	
	15	Agree a pay policy					✓	
	16	Pay discretions			✓			
	17	Establishing disciplinary/capability procedures			✓			
	18	Dismissal of headteacher			✓			
	19	Dismissal of other staff			✓		✓	
	20	Suspending head		✓		✓		Chair of Trustees, or in the absence of the Chair of Trustees, the Vice Chair.
	21	Suspending staff (except head)					✓	
	22	Ending suspension (head)		✓		✓		Chair of Trustees, or in the absence of the Chair of

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			1	2	3	4	5	
								Trustees, the Vice Chair.
	23	Ending suspension (except head)					✓	
	24	Determining staff complement			✓			
	25	Determining dismissal payments/ early retirement			✓			
	26	Ending fixed term contracts					✓	
Curriculum	27	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)			✓		✓	
	28	To establish a curriculum policy					✓	
	29	To implement curriculum policy					✓	
	30	To agree or reject and monitor curriculum policy			✓			
	31	Responsible for standards of teaching		✓			✓	
	32	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)			✓		✓	
	33	Responsibility for individual child's education					✓	
	34	Provision of sex education – to establish and keep up to date a written policy					✓	
	35	To prohibit political indoctrination and ensuring the balanced treatment of political issues			✓		✓	
	36	To establish a charging and remissions policy for activities (non NC based)					✓	
Appraisal	37	To formulate an appraisal policy					✓	
	38	To establish an appraisal policy					✓	
	39	To implement the appraisal policy					✓	
	40	To review the appraisal policy					✓	
Target Setting	41	To set and publish targets for pupil achievement			✓		✓	
Discipline/	42	To establish a behaviour policy					✓	

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Suspensions / Alternative Provision								
	43	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
	44	To direct reinstatement of excluded pupils			✓	✓		Can be delegated to chair/vice-chair in cases of urgency
	45	To place a pupil with an alternative education provider as an alternative to permanent exclusion or the management of behaviour					✓	
Admissions	46	To consult on any proposed changes to the determined admissions arrangements.		✓	✓			
	47	To establish an admissions policy			✓			
	48	Admissions: application decisions			✓			
	49	Admissions: in year applications where to admit the pupil would mean admitting above the PAN				✓		The Chair of the Finance, Personnel and Admissions Committee
Religious Education	50	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			✓		✓	
	51	Decision to provide RE in line with locally agreed syllabus			✓		✓	
Collective Worship	52	To ensure that all pupils take part in a daily act of collective worship (after consulting Trust Board)					✓	
	53	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting Trust Board)					✓	
	54	Arrangements for collective worship (schools without					✓	

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		religious character (after consulting Trust Board)						
Premises & Insurance	55	Buildings and liability insurance		✓	✓			School subscribes to the Risk Protection Arrangements for Academies provided by ESFA
	56	Developing school building strategies		✓	✓			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan			✓			
Health & Safety	58	To institute a health and safety policy		✓				
	59	To ensure that health and safety regulations are followed			✓		✓	
School Organisation	60	To publish proposals to change category of school		✓				
	61	To set the times of school sessions and the dates of school terms and holidays		✓				
	62	To ensure that the school meets for 380 sessions in a school year			✓		✓	
	63	To ensure that school lunch nutritional standards follow the Healthy Schools programme. .					✓	
Information For Parents	64	To prepare and publish the school prospectus					✓	
	65	To ensure provision of free school meals to those pupils meeting the criteria					✓	
GB Procedures	66	To maintain the Articles of Association for the Trust and any amendments thereafter		✓				
	67	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Trust Board		✓				
	68	To appoint and dismiss the clerk to the Trustees		✓				
	69	To hold a full Trust Board meeting at least three times in a school year or a meeting of the temporary Trust Board as often may require		✓				
		To set up a Register of Trustees' Business Interests		✓				

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	70							
	71	To approve and set up a Trustees Expenses Scheme		✓	✓			
	72	To discharge duties in respect of pupils with special needs by appointing a “responsible person”		✓		✓		The SEN Trustee meets with SENCO and Inclusion Manager termly and actual policies are approved by the FTB.
	73	To consider whether or not to exercise delegation of functions to individuals or committees		✓				
	74	To regulate the GB procedures (where not set out in law)		✓				
	75	To investigate complaints under the school’s Complaints Procedure				✓	✓	Complaints against the Headteacher will be dealt with by the Chair or their nominee
	76	To approve some school policies and procedures as agreed by GB					✓	
Multi-Academy Trust	78	To consider forming a multi academy trust or joining an existing multi academy trust		✓				