

Hartismere Family of School

Trustees Decision Planner

2016 to 2018



**The Hartismere Family of Schools
comprises Hartismere School in Eye
and Benjamin Britten School in Lowestoft.**

Key Function	No	Tasks	Decision Level			
			T	LGB	IG	EH
Budgets	1	To approve the first formal budget plan each financial year	T			
	2	To appoint a qualified accountant to produce annual company accounts for independent audit	T			
	3	To sign off annual accounts	T			
	4	To monitor monthly expenditure.				EH
	5	To establish a charging and remissions policy	T			
	6	To establish a Health and Safety Policy	T			
	9	To ensure procedures are put in place for safeguarding of funds	T			
	10	To enter into contracts above determined limit (Trustees to agree financial limits)	T			
	11	To appoint a Responsible Officer	T			
Staffing	12	Headteacher appointments (selection panel)	T			
	13	Deputy appointments (selection panel)				EH
	14	Appoint other teachers				EH
	15	Appoint non teaching staff				EH
	18	Establishing disciplinary/capability procedures				EH
	19	Dismissal of headteacher	T			
	20	Dismissal of other staff				EH
	21	Suspending head	T			
	22	Suspending staff (except head)				EH
	23	Ending suspension (head)	T			
	24	Ending suspension (except head)	T			
	27	To ensure a central record of recruitment and vetting checks is in place and maintained				EH
Curriculum	27	Ensure national Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				EH
	28	To establish a curriculum policy				EH
	29	To implement curriculum policy				EH
	30	To agree or reject and monitor curriculum policy		LGB		
	31	Responsible for standards of teaching				EH
	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)				EH EH
	33	Responsibility for individual child's education				EH
	35	To prohibit political indoctrination and ensuring the balanced treatment of political issues				EH
Performance	37	To formulate a performance management				EH

Key Function	No	Tasks	Decision Level			
			T	LGB	IG	EH
Management		procedure				
	38	To carry out EH Performance Management Review	M			
Behaviour/ Exclusions	42	To establish a written policy on behaviour principles		LGB		
	43	To establish a school behaviour policy				EH
	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)		LGB		
	44	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		LGB		
Admissions	45	To consult annually before setting an admissions policy		LGB		
	46	Establish an Admissions Policy		LGB		
	47	Admissions: application decisions		LGB		
	48	To appeal to Secretary of State against directions to admit pupil(s)		LGB		
Special Educational Needs		To establish a special educational needs policy	T			
		To establish an accessibility plan				EH
Religious Education	49	Establish a policy for provision of RE and ensuring provision of RE				EH
	50	Decision to provide RE according to trust deed/specified denomination in faith schools				EH
Collective Worship	51	Ensure that all pupils take part in a daily act of collective worship (after consulting GB)				EH
	52	Arrangements for collective worship (schools without religious character)				EH
Premises & Insurance	53	Ensuring the academy has adequate insurance cover to support its activities. This should include buildings and contents, business interruption, employer's and public liability cover and vehicles (it is suggested that the Governing Body as a whole should undertake this decision)	T			
	54	Undertaking risk assessment to determine adequate insurance is in place				EH
	55	Developing school buildings strategy or master plan				EH
	56	Procuring and maintaining buildings, including developing properly funded maintenance plan	T			
Health & Safety	57	To institute a health and safety policy	T			
	58	To ensure that health and safety				EH

Key Function	No	Tasks	Decision Level			
			T	LGB	IG	EH
		regulations are followed				
School Organisation	59	Publishing proposals to change category of school	T			
	60	To set the times of school sessions and the dates of school terms and holidays	T			
	61	To ensure that the school meets for 380 sessions in a school year				EH
	62	To ensure that school lunch nutritional standards are met where provided by the governing body.				EH
Information For Parents	63	To prepare and publish the school prospectus				EH
	64	To prepare and publish the school profile				EH
	65	To ensure provision of free school meals to those pupils meeting the criteria				EH
	66	Adoption and review of home-school agreements				EH
		To ensure data protection procedures are complied with				EH
		To ensure freedom of information requests are complied with				EH
		Ensure a complaint procedures are in place and complied with				EH
GB Procedures	67	To appoint (and remove) the chair and vice-chair	T			
	68	To appoint and dismiss the clerk to the governors	T			
	69	To hold a full governing body meeting at least three times in a school year	T			
	70	To appoint (and remove) co-opted governors	T			
	71	To appoint (and remove) Community/ Sponsor governors	T			
	72	To set up a Register of Governors' Business Interests	T			
	73	To approve and set up a Governors Expenses Scheme	T			
	74	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		LGB		
	75	To consider whether or not to exercise delegation of functions to individuals or committees	T			
	76	To regulate the GB procedures (where not set out in law)	T			
	79	To ensure delivery of services provided				EH
	80*	To cease providing extended school provision	T			
Academy Status	81	To consider any extensions to membership of the Trust	T			
	82	To consider requests from other academies to join the Family of Schools	T			
	83	To leave a chain	T			