

Governing body delegation planner

For local authority maintained schools

Updated July 2026

This delegation planner details the legal responsibilities that governing bodies have as well as essential wider responsibilities. It is intended to support conversations between governors, headteachers and governance professionals about how responsibilities are delegated.

While some functions may be delegated to committees or senior leaders, the governing body retains collective responsibility and should receive regular reports in order to stay informed.

This planner is not exhaustive; you may need to extend it to cover additional responsibilities that are relevant to your context. Policy approval is not detailed in this planner – refer to our [policy review schedule](#) for support in this area.

You may wish to refer to NGA's model [committee terms of reference](#) for more detail on the specific functions delegated to committees.

Key

✓	Delegation recommended
	Cannot delegate to this level

Area of responsibility	Task		Full board	Committee/ panel	Headteacher	Notes
Strategic and compliance responsibilities						
Admissions	1.	<i>All schools:</i> Ensure the school’s admissions arrangements comply with the School Admissions Code, are fair, clear and objective and are published on the school website	✓			
	2.	<i>Foundation and voluntary aided schools:</i> Make admissions decisions and manage appeals		✓		
	3.	<i>Foundation and voluntary aided schools:</i> Ensure all relevant stakeholders are consulted on admissions arrangements at least every seven years and when changes are made	✓			
Finance	4.	Approve the budget	✓			We recommend that detailed scrutiny of the budget takes place at committee level.
	5.	Monitor expenditure against the budget		✓		
	6.	Approve the schools financial value standard (SFVS)	✓			We recommend that detailed scrutiny of the SFVS takes place at committee level.
	7.	Monitor and oversee the impact of pupil premium and other targeted funding streams		✓		Monitoring is likely to take place across both finance and curriculum/ outcome committees.

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Attendance	8.	Regularly review pupil attendance data and patterns		✓		
Careers (in secondary schools)	9.	Review and monitor the plan for delivering statutory careers education and guidance (pupils in year 7 to 13)		✓		
	10.	Ensure independent careers guidance is provided for all pupils from Year 8 to Year 13 and monitor its effectiveness		✓		
	11.	Ensure a qualified careers leader is appointed	✓			
Complaints	12.	Ensure complaints procedure is compliant, fit for purpose and easily accessible	✓			
	13.	Review of complaints in certain cases		✓		
Curriculum, teaching and learning	14.	Ensure that the school has a broad and balanced curriculum that covers the national curriculum and (where applicable) delivers the EYFS statutory framework		✓		
	15.	Monitor and evaluate pupil progress and attainment		✓		
Data protection	16.	Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information	✓			
Equalities	17.	Ensure that the school complies with The Equality Act 2010 by setting equality objectives at least once every four years	✓			
	18.	Approve an accessibility plan	✓			
Behaviour &	19.	Make/review a written statement of behaviour principles		✓		

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discipline	20.	Arrange off-site directions			✓	
	21.	Review the headteacher's decision to suspend or exclude pupils in certain cases		✓		The chair can review decisions alone in certain cases.
	22.	Monitor data on behaviour including pupil suspension and exclusion		✓		
Health and safety	23.	Monitor the effectiveness of the school's health and safety policy and procedures		✓		
	24.	Undertake health and safety inspections and audits			✓	
Estates	25.	Agree premises management documents, including estate vision and strategy, and review asset management plan		✓		
	26.	Monitor school estates to ensure they are safe and well-maintained			✓	
Pupils with SEND	27.	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness		✓		
	28.	Ensure a suitably qualified Special Educational Needs and Disabilities Coordinator (SENCO) is appointed	✓			
School food	29.	Monitor school food provision and ensure that school food standards are being met		✓		
Safeguarding & pupil welfare	30.	Comply with the DfE's statutory guidance on Keeping Children Safe in Education and the Prevent duty	✓			

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	31.	Ensure a suitably qualified Designated Safeguarding Lead (DSL) is appointed	✓			
	32.	Ensure that arrangements are in place to support pupils with medical conditions including allergies	✓			
	33.	Monitor pupils' wellbeing and how this is actively supported		✓		
Staffing	34.	Headteacher recruitment and appointment (including deputy headteacher)	✓	✓		Most of the process is managed by a panel, with the full board ratifying appointment.
	35.	Headteacher suspension, reinstatement or dismissal		✓		If necessary, the decision to suspend may be taken as a chair's action .
	36.	Appoint the headteacher's performance management panel and appoint an external advisor to the panel	✓			
	37.	Conduct the headteacher's appraisal		✓		
	38.	Employment decisions, including recruiting and managing staff, below headteacher/deputy			✓	Depending on the school, the board may be involved in the assistant headteacher recruitment process.
	39.	Determine the school staffing structure		✓		
	40.	Monitor staff workload and wellbeing		✓		

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Policies	41.	Draft school policies			✓	
	42.	Ensure that the policies required by law are in place, have been formally approved (by the governing body/committee) and are readily accessible	✓			Committees may be delegated approval for certain policies.
Risk management	43.	Maintain a risk register			✓	
	44.	Understand the main areas of risk associated with the board's strategic priorities, ensuring these are captured within a risk register which is regularly reviewed		✓		
Strategic direction	45.	Set the strategy for the school (based on a clear vision, with strategic priorities and a plan to monitor progress)	✓			
School self-evaluation	46.	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			✓	
Environmental sustainability	47.	Ensure that the school is taking action on environmental sustainability and agree on a climate action plan	✓			
Stakeholder engagement	48.	Regularly report to parents on governance	✓			
	49.	Have regard to the views of pupils, parents, staff and other relevant stakeholders when decision-making	✓			
School website	50.	Ensure that required information is published on the school website and that school leaders have effective systems and routines to remain compliant	✓			Governing bodies should not audit the school website.

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Governing body business						
Organisation & constitution	51.	Appoint a governance professional (clerk to the board)	✓			This should be someone suitably qualified and experienced in line with NGA's position statement .
	52.	Undertake the governance professional's annual appraisal	✓			Depending on employment arrangements, this will be the chair or another line manager, with input from the board.
	53.	Review/establish committees and panels and agree to their terms of reference	✓			
	54.	Elect a governing body chair and vice chair	✓			You may wish to consider co-chairing .
	55.	Appoint/elect committee chairs		✓		
	56.	Determine governing body constitution and terms of office in the instrument of government	✓			
	57.	Appoint and agree responsibilities of link governors for safeguarding , SEND and careers (in secondary schools)	✓			Boards must either appoint a SEND link governor or establish a committee with oversight of SEND.

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Compliance	58.	Ensure the register of pecuniary and business interests is up to date and published	✓			This will be maintained by the governance professional.
	59.	Ensure that the school and governance information is correct on Get Information about Schools	✓			This will be maintained by the governance professional.
Board development	60.	Adopt a code of conduct	✓			
	61.	Complete skills and diversity audits (and create action plans)	✓			
	62.	Conduct governing body self-evaluation	✓			