

Allocation of major responsibilities between the Governing Body and Executive Director

Responsibilities of Executive Director	Responsibilities of Governing Body
ACADEMY BUDGET	
To submit to the Governing Body an annual budget plan which must conform to the DCSF regulations.	To consider the annual budget plan and to amend where appropriate. To approve the budget plan and to consider and approve any proposed revisions to the budget plan.
	To decide how to spend any additional grant paid to the establishment.
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Executive Director. If so, they should decide the amount to be delegated.
STAFFING	
To advise the Governing Body on the appointment of staff.	To decide the number of staff at the academy and the levels of the posts
	To advertise Executive Team appointments nationally and all other vacancies as appropriate.
	To set up selection panels for Executive Team appointments.
	To conduct interviews and make recommendations on appointments.
	To decide the overall procedures for appointing staff, including whether to delegate functions to the Executive Director.
	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Executive Director.
To recommend appropriate pay levels.	To set /pay for all members of staff, including that of the Executive Team
To advise the Governing Body on adopting effective procedures to deal with incompetent staff and to keep the Governing Body informed of the general operation of such procedures and implement these.	To establish capability procedure to deal with incompetent staff.
	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.

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ALLOCATION OF RESPONSIBILITIES

Responsibilities of Executive Director	Responsibilities of Governing Body
To advise the Governing Body on whether anyone employed at the academy should be dismissed.	To dismiss an employee.
To advise the Governing Body on payments to be made.	To decide whether any payment should be made in respect of dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment.
	To decide on any early retirements to staff.
To suspend staff in appropriate circumstances.	
To deploy, manage and lead all teaching and non-teaching staff in the academy and ensure that proper standards of professional performance are established and maintained.	
CURRICULUM	
To comply with the law on the curriculum.	To ensure that the curriculum is balanced and broadly based.
	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the academy.
PERFORMANCE MANAGEMENT	
To draft an academy performance management policy within the framework set by the Regulations.	To establish an academy performance management policy within the framework set by the Regulations.
To implement the academy performance management policy established by the Governing Body.	To implement the academy performance management policy. To review and, if necessary, amend the performance management policy annually.
To appoint/act as performance managers for all staff.	To ensure that all academy staff receive a regular appraisal of their performance.
To review complaints by staff about their performance manager where the Executive Director has not been the team leader.	
	To appoint two or three governors to take responsibility for carrying out all aspects of the Executive Team's performance management.
STANDARDS AND TARGET SETTING	
	To be responsible for setting by 31 December of each year the targets for the achievement of students at the end of KS2, KS3 and KS4 in the following academic year, and for publishing those targets in their annual report.

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ALLOCATION OF RESPONSIBILITIES

Responsibilities of Executive Director	Responsibilities of Governing Body
EXCLUSIONS	
The Executive Director can exclude students for fixed periods of not more than 45 days in total in a year or permanently.	Governing Body to set up a pupil discipline committee to review the use of exclusions in the academies and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in a term or would lose the opportunity to take a public examination.
ADMISSIONS	
The Executive Director may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply. This applies to applications at both the normal time of entry and to in-year applications.	The academy's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. All admissions must conform to DCSF regulations.
ACADEMY PREMISES	
Day to day management of the academy and day to day charge of who can enter academy premises.	To control the use of academy premises both during and outside the school day.
To advise the Governing Body where appropriate.	To decide on what charges to levy where external providers want to use academy premises.
HEALTH AND SAFETY	
To comply with statutory regulations and Governing Body directions.	To prepare a health and safety policy, carry out risk assessments and set up arrangements to manage health and safety.
MEDICAL CARE AND SCHOOL MEALS	
To ensure students take advantage of medical care available.	
To ensure free meals provided for those students whose parents are in receipt of relevant benefit are paid meals on request.	

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