

Lindow Community Primary School

Governing Body

Terms of Reference

The Role of the Governing Body

The full Governing Body retains full powers with regard to:

- appointing Co-opted Governors to the Governing Body and associate members to any of its committees.
- electing a Chair and Vice-Chair.
- considering the Local Authority's Curriculum Policy.
- ensuring the National Curriculum is implemented.
- deciding the policy on Charging and Remissions.
- agreeing the general principles for discipline.
- taking actions, as required or permitted by law, on matters relating to admissions.
- deciding any changes in the time of school sessions.
- appointing the Headteacher and Deputy Head.

Financial duties consist of:

- setting financial priorities through the Strategic School Development Plan (SSDP), the medium-term financial plan and the annual budget.
- deciding on how the school's delegated budget should be spent, in accordance with the SSDP and the statutory curriculum requirements laid down by the Government.
- approving and monitoring the annual budget and ensuring the budget is managed effectively.
- ensuring the school meets all its statutory obligations and, through the Headteacher, complies with the Local Authority's regulations / standing orders.
- determining virement and expenditure thresholds.
- evaluating the effectiveness of spending decisions.

Additional responsibilities:

- ensuring that there is a Finance Handbook containing information and a description of financial systems and procedures for all staff with financial management responsibility.
- establishing formal procedures and a timetable for budget planning.
- ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary.
- responding promptly to recommendations made by auditors or inspectors.
- monitoring the budget and implementing variations when appropriate.
- ensuring that the school obtains best value for money when purchasing goods and services and signing a Best Value Statement in support of this commitment.
- establishing a Charging Policy for the supply of goods and services.
- establishing and maintaining a Register of Pecuniary Interests of Governors and staff who influence financial decisions.
- ensuring that the duties of staff are clearly described and appropriate procedures are followed during the recruitment process. Performance management targets and annual appraisals to be set for all staff.
- ensuring, in conjunction with the Headteacher, that salary remuneration for all school employees is made in accordance with appropriate conditions of employment.
- deciding whether or not to insure risks not covered by the Local Authority.
- authorising the disposal or write-off of stock.
- ensuring the provision of an induction pack for new Governors containing appropriate financial information.
- reviewing and signing the Statement of Internal Controls on an annual basis.
- establishing effective clerking arrangements for the Governing Body and its committees.

Working Committees

The Governing Body of Lindow Community Primary School delegates functions to three working committees:

- Finance & Resources
- Personal Development, Behaviour & Welfare
- Curriculum & Achievement

Terms of reference for these committees are published separately.

Any delegated powers exercised by a committee must be reported back to the next meeting of the full Governing Body. The full Governing Body can withdraw delegation at any time.

Legislation requires Governing Bodies to have committees to cover:

- Pupil Discipline
- Appeals
- Staff Dismissal
- Dismissal Appeals

Committees to cover these areas will be convened by the Governing Body as required.