



Riverside Primary School Governor Scheme of Delegation



Full Governing Body	Finance, Health & Safety & Premises	Standards and Curriculum Committee	Personnel and Pay Committee	Other Committees
Annual review of Instrument of Government	Ensure the school operates within the LA Finance Scheme & Accounting Procedures (as laid down in Financial Procedures)	Scrutinise a range of Pupil Performance Data to evaluate the School's Performance, including ASP and IDSR	Ensure required staffing policies and procedures are in place and are reviewed as required	Committees below are only conducted when required. Clerk will arrange these.
Annual review of Terms of Reference & Delegation Framework	Review financial statutory policies	Monitor performance against national benchmarking	Keep under review the school's Pay Policy	Pupil Discipline Committee
Annual review of Governors Code of Conduct	Recommend the annual budget for ratification by the Full Governing Body and submission to the LA in line with statutory guidance and timescales	Ensure rigorous assessment processes are in place	Determine the school's staffing strategy and complement	Make decisions within Governor's remit in respect to actions regarding pupil discipline and exclusions. Must also be arrangements for appeals if required by policy.
Agree areas of focus and priorities for the year	Establish, maintain and update a 3 year financial plan	Agree Pupil Attainment and Attendance Targets and Monitor	Approve and keep under review Teacher Appraisal Policy and effectiveness of it	Staff Discipline Committee
Appointment, suspension or dismissal of Governors & Clerk	Approve transfers between budget headings	Approve and Monitor school's Attendance Strategy	Approve any applications for leave of absence, early retirement and secondments	Make decisions within governor's remit in respect to actions regarding staff discipline. Must also be arrangements for appeals if required by policy.
Appointment, term of office, suspension or dismissal of Chair & Vice Chair	Monitor, review and evaluate financial aspects of SDP	Approve, Review and Monitor School's Behaviour Policy	Ensure safer recruitment requirements are met	Grievance Committee
Appoint Committee Members	Determine the limits of authority for HT, Finance Committee and FGB	Ensure that legally required information is published on line including SEN, PP Funding etc.	Make pay progressions decisions based on the HT's recommendations and any national agreements	Make decisions within governor's remit in respect to actions regarding grievance. Must also be arrangements for appeals if required by policy.

Determine duties of Clerk	Examine and monitor the School Fund/Voluntary Fund Account	Establish Accessibility Plan and Review it at least every 3 years	To make appointments on behalf of the Governing Body to all posts, with the exceptions of HT, DHT and AHT, which will be made by the FGB.	Complaint Committee
Annual update of Register of Governors Interests	Monitor the school's revenue and capital budget at each termly meeting and bring any major variations or discrepancies to the immediate attention of the FGB	Establish Equality Information and Policy and review at least every 4 years		Make decisions within governor's remit in respect to outcomes of the school's complaints policy. Make decisions in relation to complaints about the head teacher or governors.
Statutory policy reviews annually including Child Protection & Safeguarding policy	Monitor and evaluate expenditure of income generated by the school	Approve, Review and Monitor School's PE Funding Report and relevant provision for Sports, Health and Well Being		
Ensure the school has a Data Protection Policy in place	Ensure adherence to the School's Financial Value Standard (SFVS)	Ensure that School Policy and Procedures for Looked After Children are consistent with statutory guidance		
Annual review of the Governing Body and it's effectiveness, including self-evaluation	Respond to the questionnaire on SFVS and submit to the LA by 31 March each year	Review Curriculum Policies		
Agree annual schedule of FGB and Committee Meetings	Review reports by the internal audit service and respond to recommendations	Approve and maintain a written sex education policy		
Agree outcomes of school's self-evaluation process	Provide Financial Information to the LA as required	Review effectiveness of school's Curriculum		
Agree long term vision & strategy	Review, Monitor and Advise the FGB on support services and contracts	Review coherence of the Curriculum in EYFS, English and Maths		
Approve School Development Plan and mechanisms for monitoring progress and ensuring outcomes	Determine the limit for petty cash account and petty cash transactions	Ensure that our curriculum promotes Spiritual, Moral, Cultural and Social guidance for children that reflects British Values		

Annually review Admissions Policy and publish policy	Ensure the school maintains an up to date Assets Register	Review and Monitor the work of Middle Leaders		
Appoint an Independent Appeals Panel relating to admissions decisions		To ensure that all legal requirements concerning the delivery of the National Curriculum are met.		
Appoint link Governors for Child Protection, SEND and any other agreed link Governors				
Appoint selection panel for HT and DHT Appointments				
Formally Approve Appointment of HT and DHT				
Appoint 2 to 3 Governors to conduct HT Performance Management				
Scrutinise Pupil Performance Data/Statutory Assessment Results to Evaluate the School's Performance				
Approve School's SEND Policy; Publicise to Parents and Carers and Report Annually on Provisions with SEN				
Approve Annual Budget				