



Osmaston Primary School Governing Body Remits

1. To make changes to the Instrument of Government, including terms of office
2. To appoint, elect, suspend or remove governors (refer to the guide to the law for specific requirements)
3. To appoint associate members
4. To elect or remove the chair
5. To elect or remove the vice-chair
6. To appoint link or designated governors, for example performance management, child protection and complaints
7. To decide on additional attendance at full governors' meetings
8. To decide the arrangements for full governing body meetings (legal minimum 3 per year)
9. To review the procedures of meetings, for example code of conduct, standing orders, decision planner
10. To set up and secure membership of selection panels for headteacher and deputyhead teacher recruitment.
11. To establish a current register of Pecuniary and Business interest of governors, Headteacher and other staff involved in the financial management of the school and oversee its maintenance
12. To publish proposals for alteration, change of category or closure of the school
13. To ensure that the school meets for 380 sessions in a school year
14. To approve the Annual Budget Plan* and Best Value statement
15. To establish the financial limits of delegated authority to enter into commitments and to authorise payments
16. To approve a written description of financial systems and procedures in line with the LA's scheme for financing schools
17. To recruit a new headteacher
18. To recruit a new deputy headteacher
19. To ratify the appointment of a headteacher and deputy headteacher (including temporary appointments)
20. To determine the arrangements for the appointment of all other staff
21. To recruit staff on the leadership spine
22. To appoint and dismiss the clerk to governors
23. To participate in the school self -review process including the review of the governing body effectiveness
24. To set the Individual School Range (ISR)
25. To make decision as to whether to federate or form joint committees with other schools
26. To consider whether or not to exercise delegation of functions to individuals
27. To decide to offer additional activities under extended schools provision - or to cease provision
28. To ensure the school is working to the School Financial Value Standard (SFVS)
29. To appoint a clerk to the Discipline Committee (who is not a governor or the head teacher)
30. To monitor and review pupil attendance
31. To establish and monitor a governors expenses scheme
32. To decide on arrangements for Collective Worship

33. To approve new policies or amendments to policies
34. To ensure that sex education is delivered in a way which encourages pupils to have due regard to moral considerations and the value of family life
35. To prohibit political indoctrination and secure a balanced treatment of political issues
36. To appoint a governor to investigate complaints against the Headteacher and investigate allegations of financial irregularities where the headteacher is implicated
37. To ensure there is relevant training and guidance for all members of staff
38. To monitor expenditure (including specific purpose grants and private school funds) against the budget plan
39. To receive LA Internal Audit Reports and monitor actions following the periodic reports
40. To ensure an appropriate inventory is maintained and to approve the disposal of inventory items
41. To review annually the School's Statement of Internal Controls and bank signatories
42. To operate the governing body's arrangements for obtaining quotations and inviting tenders
43. To ensure annually the inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum
44. To monitor risk assessment procedures
45. To ensure that the premises meet Health and Safety requirements and that the premises and grounds are safe and secure
46. To propose and approve the costs and arrangements for maintenance and repairs
47. To ensure the National Curriculum is in place and to consider any disapplication to pupils
48. To agree targets for pupil attainment to be included in the School Improvement Plan
49. To consider the school's RAISEonline and other performance data annually and to measure progress half-termly towards in-year attainment targets for all children
50. To receive and consider reports on standards of teaching
51. To receive monitoring reports on the attainment and welfare of vulnerable children and other groups to monitor provision
52. To receive and consider reports on the allocation and impact of the Pupil Premium on rising standards of attainment
53. To receive and consider reports on the allocation and impact of Sports Funding
54. To discharge duties in respect of pupils with special needs by appointing a 'responsible person' and to monitor the curriculum in respect of Special Needs Provision

Chair's signature _____

Date _____ (Chair of governing body)