



Bennerley Fields School

Induction Pack for Governors

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1 - Date Approved	14.10.2010	543
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Review Requirement : 1 Year		

SCHOOL GOVERNOR INDUCTION PACK

The following is a comprehensive list of what a new school governor may need as reference. However, signposting to where these documents can be easily found, rather than downloading, is recommended.

1. The Governing Body:
 - 1.1 Governor contact information – **from Clerk**
 - 1.2 Governor Committee structure and Terms of Reference – **from Clerk**
2. Roles and Responsibilities of the Governing Body, Head Teacher & School Business Manager and any other key members of staff. – **See Website**
3. Governor competencies - **See Website**
4. A list of policies and the review cycle - **See Website/Shared Area**
5. The procedure for completing Register of Business Interest Form – **From Clerk**
6. Instrument of Government - **See Website**
7. Calendar of meetings – **From Clerk**
8. School prospectus - **See Website**
9. School map – **School Office**
10. Leadership Team structure – **School Office**
11. Signposting to The Governors Handbook – **From Clerk**
12. The Code of Practice for Governing Bodies - **See Website**
13. The Confidential Reporting Code - **See Website**
14. A comprehensive list of school policies - **See Website**
15. Teaching Staff Structure/Establishment – **School Office**
16. Support Staff Structure/Establishment – **School Office**
17. School Budget: - **School Office**
 - 17.1 Financial Regulations and Procedures
 - 17.2 Derbyshire LMS Scheme for Financing Schools (see Appendix A)
 - 17.3 Copy of most recent audit report
18. School Improvement Plan – **From Clerk**
19. Latest Ofsted Report – **See Website**
20. Useful School Abbreviations
21. Induction process – **See Clerk**

APPENDIX A

Derbyshire LMS Scheme for Financing Schools

The LMS scheme is a very important document for schools as it sets out the financial relationship between the Local Authority (LA) and the maintained schools which it funds. It contains requirements relating to financial management and associated issues, which are binding on both the LA and on the schools. The scheme applies to all maintained nursery, community, voluntary, foundation, community special and foundation special schools in the area of the LA.

The LMS Scheme is based on the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998 and section 251 of the Apprenticeships, Skills, Children & Learning Act 2009. Under this legislation, local authorities determine for themselves the size of their Schools Budget and their non-schools education budget.

The balance of the Schools Budget left after deduction of centrally retained funds is termed the Individual Schools Budget (ISB). LAs may retain an unallocated reserve but must otherwise distribute the ISB amongst these maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school.

This budget share is then delegated to the governing body of each maintained school and they may spend their budget shares as they think fit for any purposes of their school, and for any additional purposes prescribed by the Secretary of State in regulations made under the legislation. Although governors may delegate certain financial powers to the headteacher, they still retain overall responsibility for any actions taken. Each governing body is required to consider the extent to which it wishes to delegate its financial powers to the headteacher, and to record its decision (and any revisions) in the minutes of the governing body. Governors cannot abrogate responsibility for financial control; and must have regular and meaningful meetings whatever the level of delegation.

Any proposed revisions to the scheme will be the subject of consultation with the governing body and the head teacher of every school maintained by the LA before they are submitted to the schools forum for their approval.

The link below will take you to the latest version of the LMS scheme.

www.derbyshire.gov.uk/education/schools_colleges/info_for_schools/finance/LMS/default.asp