



Mayflower High School

Scheme of Delegation

Key:

Level 1: Academy Trust Members – Chair, Vice-Chair & Headteacher

Level 2: The Governing Body

Level 3: A committee delegated by The Governing Body

Level 4: The Headteacher

Column blank: Action can only be undertaken at that level

Column shaded: Function cannot legally be carried out at this level

| Key function | No | Task | Decision level | | | |
|--------------------|----|--|----------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Budgets & Accounts | 1 | Approve the budget for the financial year | | √ | | |
| | 2 | Monitor monthly expenditure | | | | √ |
| | 3 | Establish a charges & remissions policy | | √ | | |
| | 4 | Enter into contracts (refer to Financial Scheme of Delegation) | √ | √ | √ | √ |
| | 5 | Ensure academy annual accounts are prepared within the appointed time frame | | | | √ |
| | 6 | Approve and submit the annual accounts | | √ | | |
| | 7 | To receive the Annual Report and Accounts | | √ | | |
| | 8 | To review annually and appoint the external auditors | | √ | | |
| | 9 | Review annually and appoint the Responsible Officer | | | √ | |
| | 10 | Review annually and appoint the internal auditors | | | √ | |
| Staffing | 11 | Headteacher appointments | | √ | | |
| | 12 | Deputy Headteacher appointments | | √ | | |
| | 13 | Teaching staff appointments | | | | √ |
| | 14 | Non-teaching staff appointments | | | | √ |
| | 15 | Establish a Pay policy | | √ | √ | |
| | 16 | Establish and review policy for addressing staff disciplinary, conduct and grievance | | √ | √ | |
| | 17 | Dismissal of the Headteacher | | √ | | |
| | 18 | Dismissal of other staff | | | | √ |
| | 19 | Suspension of the Headteacher | | √ | | |
| | 21 | Ending suspension of the Headteacher | | √ | | |
| | 22 | Ending the suspension of all other staff | | | | √ |
| | 23 | Determining staffing requirements | | | √ | √ |
| | 24 | Dismissal payments / early retirement | | | √ | √ |



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| | | | 1 | 2 | 3 | 4 |
| Curriculum | 25 | Establish a Curriculum Policy | | | √ | |
| | 26 | Approval of Curriculum Policy | | √ | | |
| | 27 | Responsibility for standards of teaching | | | | √ |
| | 28 | Decide which subject options will be taught including activities outside the school day | | | √ | √ |
| | 29 | Responsibility for individual child's education | √ | √ | √ | √ |
| | 30 | Establishing and maintaining an up to date sex education policy | | √ | √ | |
| | 31 | Prohibit political indoctrination and ensuring a balanced treatment of political issues | √ | √ | √ | √ |
| Performance Management | 32 | Establish performance management policy and review annually | | √ | √ | |
| | 33 | Implement the performance management policy | | | | √ |
| Target setting | 34 | Set and publish targets for student achievement | | | | √ |
| Discipline/Exclusions | 35 | Establish a discipline policy | | √ | √ | |
| | 36 | Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination | | | √ | |
| | 37 | Direct reinstatement of excluded students | | | | √ |
| Admissions | 38 | Consult annually before setting an Admissions Policy | | √ | | |
| | 39 | Admissions: Applications decisions | | | √ | |
| Collective worship | 40 | Arrangements for collective worship | | | | √ |
| Premises & Insurance | 41 | Buildings insurance, personal liability & Governors' Indemnity Insurance | | | √ | √ |
| | 42 | Develop academy building strategy | | √ | √ | |



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|-------------------------|----|---|----------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| | 43 | Establish, procure & maintain buildings, including a properly funded maintenance programme. | | | √ | |
| Health & Safety | 44 | Establish a Health, Safety & Welfare policy | | √ | | |
| | 45 | Ensure Health & Safety regulations are followed | √ | √ | √ | √ |
| School organisation | 44 | Set times of academy day and dates of academy terms and holidays | | √ | | √ |
| | 45 | Ensure academy meets 380 sessions in a school year | | | | √ |
| | 46 | Ensure academy lunch nutritional standards are met | | | | √ |
| Information for parents | 47 | Prepare and publish the academy prospectus | | | | √ |
| | 48 | Ensure provision for free school meals to those students meeting the criteria | | | | √ |
| | 49 | Establish and review "Home school" agreements | | | | √ |
| FGB procedures | 50 | Appoint or remove the chair and vice chair of the GB | | √ | | |
| | 51 | Appoint or dismiss the Clerk to the governors | | √ | | |
| | 52 | Hold a full FGB meeting at least 3 times in the academy year | | √ | | |
| | 52 | Hold an AGM | | | | |
| | 53 | Appoint (and remove) governors/trustees | √ | √ | | |
| | 54 | Establish a register of Governor business interests | | √ | | |
| | 55 | Establish a governor expenses policy | | √ | | |
| | 56 | Discharge duties in respect of students with special needs by appointing a 'responsible person' | | √ | | |
| | 57 | Consider whether or not to delegate functions to individuals or committees | | √ | | |
| | 58 | To delegate 'Chair's Action' to the Chair of Governors/Trustees | | √ | | |
| | 59 | Regulate the FGB procedures | | √ | | |



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| | | | 1 | 2 | 3 | 4 |
| Inclusion and equality | 66 | Establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years | | √ | √ | |
| | 67 | Establish and review a special educational needs (SEN) and disability policy | | √ | | |
| | 68 | Appoint a 'responsible person' for Safeguarding | | √ | | √ |
| | 69 | Designate a 'responsible person' for looked after children | | √ | | |
| | 70 | Establish an accessibility plan and review it every three years | | | √ | |
| | 71 | Establish and review annually a child protection policy and relevant procedure | | √ | | |