



**Mayflower High School
Scheme of Delegation 2023/2024
Date of last review: September 2023**

Key:

- Mem – Members
- FGB – Full Governing Body
- Comm – Delegated Committee
- HT – Head Teacher

Committee Structure:

- Finance and Premises (F&P)
- Curriculum and Pupil Matters (C&P)
- Audit and Risk (A&R)
- Personnel (P)
- Headteacher Performance Management (HPM)

Key function	No:	Task	Mem	FGB	HT	Committee				
						F&P	C&P	A&R	P	HPM
1. Vision, ethos and strategic direction	1.1	Setting and safeguarding an ethos, vision and strategic direction of high expectation for the school.		✓						
	1.2	Setting and monitoring annual improvement plan by the July meeting ahead of September 2024		✓	✓					
	1.3	Stakeholder engagement – listening to staff, pupils and parents		✓	✓					
	1.4	Identifying and monitoring risks and ensure they are managed effectively		✓	✓	✓	✓	✓	✓	
2. School Improvement	2.1	Agreeing KPIs and reporting mechanisms and frequency of these, to Monitor and hold to account against educational performance KPIs and the annual improvement plan targets		✓		✓	✓		✓	
	2.2	Oversight and monitoring and evaluation of the intent, implementation, and impact of the curriculum			✓		✓			



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	2.3	Review academy performance against national averages and review trends from Inspection Data Summary Report			✓		✓			
	2.4	Oversight and monitoring of pupil behaviours , as per agreed KPIs and targets					✓			
	2.6	Oversight and monitoring of pupil personal development as per agreed KPIs and targets					✓			
	2.7	Deliver school improvement in line with the agreed KPI and Performance Targets			✓					
	2.8	Set and monitor faculty and subject targets			✓		✓			
3. Curriculum and pupil matters	3.1	Approve and monitor the curriculum strategy , ensuring curriculum intent and implementation are clearly articulated					✓			
	3.2	Ensure high quality teaching and education			✓					
	3.3	Monitor quality of education and accuracy of assessment			✓		✓			
	3.4	Monitor active promotion of British values			✓		✓			
	3.5	Set subject option choices			✓		✓			
	3.6	Set and review the Sex, Relationship and Health Education Policy			✓		✓			
	3.7	Set and review the Collective Worship Procedure			✓		✓			
	3.8	Monitor support for pupil wellbeing and mental health			✓		✓			
	3.9	Monitor pupil attendance and attitudes to learning			✓		✓			
	3.10	Monitor careers support provided to pupils and preparation for next steps			✓		✓			



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	3.11	Overseas Residential Trips to be monitored and approved					✓			
Safeguarding	3.12	Monitor pupil behaviour, bullying and child on child abuse			✓		✓			
	3.13	Prohibit political indoctrination and ensuring a balanced treatment of political issues			✓		✓			
	3.14	Monitor provision and outcomes for vulnerable pupils , including disadvantaged pupils, looked after children and SEND pupils			✓		✓			
	3.15	Monitor pupils’ knowledge of how to keep themselves safe and life skills			✓		✓			
Discipline & Exclusions	3.16	Set and review the student behaviour policy			✓		✓			
	3.17	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		✓	✓					
	3.18	Direct reinstatement of excluded students		✓						
School organisation	3.19	Set times of academy day and dates of academy terms and holidays , this will ensure academy meets 380 sessions in a school year		✓	✓					
	3.20	Ensure academy lunch nutritional standards are met			✓					
Information for parents	3.21	Prepare and publish the academy prospectus , including the 6th Form. To be completed by the Headteacher and reviewed by the FGB		✓	✓					
	3.22	Ensure provision for free school meals to those students meeting the criteria			✓					
	3.23	Review “ Home school ” agreements					✓			



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Admissions	3.24	Review the School Admissions Policy		✓						
	3.25	Admissions: Applications decisions		✓	✓					
4. Finance, premises and assets	4.1	Approve the budget for the financial year		✓						
	4.2	Monitor monthly management accounts			✓	✓				
	4.3	Review the Charges & Remissions Procedure		✓						
	4.4	Enter into contracts (refer to Financial Scheme of Delegation) and maintain a contracts register		✓	✓	✓				
	4.5	Ensure academy annual accounts are prepared within the designated time frame			✓				✓	
	4.6	Approve and submit the Annual Accounts		✓						
	4.7	To receive the Annual Report and Accounts	✓						✓	
	4.8	To review annually and appoint the external auditors	✓							
	4.9	To review annually and appoint the internal auditors							✓	
	4.10	Ensure compliance with the Academy Trust Handbook							✓	
	4.11	Review value for money and benchmark spending and impact of spend					✓			
	4.12	Ensure procurement procedures are followed and robust			✓				✓	
	4.13	Review and approve contracts within procurement policy		✓	✓	✓				
	4.14	Complete audit functions and report financial scrutiny to ESFA							✓	
	4.15	To agree the focus of internal audits and ensure all findings are suitably actioned							✓	



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	4.16	Agree and monitor asset and premises plans and management				✓				
	4.17	Review the school's buildings insurance, personal liability & Trustee's' indemnity insurance			✓	✓				
	4.18	Develop the schools building strategy		✓	✓	✓				
	4.20	Establish, procure & maintain buildings , including a properly funded maintenance programme.				✓				
Health, Safety & Welfare	4.21	Ensure a suitably qualified person to support the school with health and safety has been nominated			✓	✓				
	4.22	Review the schools Health, Safety & Policy		✓		✓				
	4.23	Review the schools Well-being Policy		✓		✓				
	4.23	Ensure Health & Safety & Well-being regulations are followed		✓	✓	✓		✓		
	5. HR matters	5.1	Headteacher appointments		✓					
	5.2	Deputy Headteacher appointments		✓	✓					
	5.3	Teaching staff appointments			✓					
	5.4	Non-teaching staff appointments			✓					
	5.5	Review the Pay Policy		✓					✓	
	5.6	Review the Policy for addressing staff disciplinary, conduct and grievance		✓					✓	
	5.7	Dismissal of the Headteacher		✓						
	5.8	Dismissal of other staff			✓					
	5.9	Suspension of the Headteacher		✓						
	5.10	Ending suspension of the Headteacher		✓						
	5.11	Ending the suspension of all other staff			✓					
	5.12	Determining staffing requirements		✓	✓				✓	
	5.13	Dismissal and early retirement payments			✓	✓				
	5.14	Monitor CPD and impact includes Governor Training Day							✓	



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Performance Management	5.15	Review the performance management Policy		✓					✓	
	5.16	Implement the performance management Policy			✓					
	5.17	Set HR policies							✓	
	5.18	Set terms and conditions of employment and approve staff handbook							✓	
	5.19	Monitor the consistency, fairness and effectiveness of the implementation of the Pay and Performance management policies							✓	
	5.20	Approve pay awards for all staff							✓	
	5.21	Set performance management targets for the headteacher								✓
	5.22	Monitor the performance management of the headteacher								✓
	5.23	Recommend pay awards for the headteacher		✓						✓
	5.24	Approve pay awards for the headteacher		✓						
	5.24	Monitor staff wellbeing and workload							✓	
	5.25	Monitor staff KPIs such as turnover, length of service, ratios etc							✓	
6. Compliance	6.1	Publish annually an ' Equality information and objectives statement ' and review equality objectives every four years		✓			✓			
	6.2	Review the Special Educational Needs (SEN) and disability Policy and ensure a SIR is on the school website and up to date		✓			✓			
	6.3	Ensure appointment of a DSL and deputy DSL		✓	✓					
	6.4	Designate a 'responsible person' for children in care (CiC)		✓	✓					
	6.5	Review every three years the schools Accessibility Plan				✓				
	6.6	Ensure compliance with all safeguarding and child protection and prevent legislation and monitor effectiveness of safeguarding procedures		✓						
	6.7	Approve all statutory policies and ensure those required on school website are up to date		✓						



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	6.8	Ensure compliance with data protection, GDPR and FOI legislation				✓				
	6.9	Ensure compliance with exam management procedures and regulations					✓			
	6.10	Ensure a parental complaints policy and procedures are up to date, on the school website and followed		✓						
	6.11	Ensure a whistleblowing policy is in place and that staff have access to this		✓					✓	
7. Governance procedures	7.1	Appoint or remove the Chair and vice Chair of the Board		✓						
	7.2	Appoint or dismiss the Clerk to the Governors		✓						
	7.3	Hold a full FGB meeting at least 3 times in the academy year		✓						
	7.4	Appoint (and remove) Trustee's	✓							
	7.5	Review the register of Trustee's & Members business interests		✓						
	7.6	Review the Trustee's & Members Expenses Policy		✓						
	7.7	Consider whether or not to delegate functions to individuals or committees		✓						
	7.8	To delegate ' Chair's Action ' to the Chair of Governors		✓						
	7.9	Regulate the FGB procedures	✓							
	7.10	Skills audit and identifying skills gaps/deficiencies		✓						✓
	7.11	Self-review , hold to account and governance development plan		✓						
	7.12	Approve and review scheme of delegation		✓						
	7.13	Set Terms of reference for all committees		✓						
	7.14	Establish member/trustee/governor code of conduct		✓						
	7.15	Set governance expectations through induction, terms of reference for committees and role profiles for specific governance roles		✓						
	7.16	Plan governance activities including monitoring and meetings		✓						



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	7.17	Ensure meetings are well organised , impactful and well minuted		✓						