



**Mayflower High School**  
**Scheme of Delegation 2022/23**  
**Date of last review: July 2022**

**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)
- Human Resources (HR)
- Headteacher Performance Management (HPM)

Key function	No:	Task	Mem	FGB	HT	Committee				
						F&P	C&P	A&R	HR	HPM
1. Vision, ethos and strategic direction	1.1	Setting and safeguarding an <b>ethos</b> of high expectations		✓	✓					
	1.2	Setting and monitoring the <b>vision</b>		✓	✓					
	1.3	Setting and monitoring <b>strategic direction</b>		✓	✓					
	1,4	Setting and monitoring <b>annual improvement plan</b>		✓	✓					
	1,5	<b>Stakeholder engagement</b> – listening to staff, pupils and parents		✓	✓					
	1.6	Identifying and monitoring <b>risks</b> and ensure they are managed effectively			✓	✓			✓	

*Success and Opportunity for All*



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2. School Improvement	2.1	Agreeing <b>KPIs</b> and reporting mechanisms and frequency of these		✓						
	2.2	<b>Monitoring and holding to account</b> against educational performance KPIs and the annual improvement plan targets		✓			✓			
	2.3	Oversight and monitoring and evaluation of the intent, implementation, and impact of the <b>curriculum</b>					✓			
	2.4	Review <b>academy performance</b> against national averages and review trends from Inspection Data Summary Report					✓			
	2.5	Oversight and monitoring of <b>pupil behaviours</b> , as per agreed KPIs and targets					✓			
	2.6	Oversight and monitoring of <b>pupil personal development</b> as per agreed KPIs and targets					✓			
	2.7	<b>Deliver school improvement</b> in line with the agreed KPI and Performance Targets			✓					
	2.8	Set and monitor <b>faculty and subject targets</b>			✓		✓			
3. Curriculum and pupil matters	3.1	Approve and monitor the <b>curriculum policy</b> , ensuring curriculum <b>intent and implementation</b> are clearly articulated					✓			
	3.2	Ensure <b>high quality teaching</b> and education			✓					
	3.3	Monitor quality of education and <b>accuracy of assessment</b>			✓		✓			
	3.4	Monitor active promotion of <b>British values</b>			✓		✓			
	3.5	Set <b>subject option choices</b>			✓		✓			
	3.6	Set and review the <b>Sex, Relationship and Health Education Policy</b>			✓		✓			
	3.7	Set and review the <b>Collective Worship Policy</b>			✓		✓			



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	3.8	<b>Prohibit political indoctrination</b> and ensuring a balanced treatment of political issues			✓		✓			
	3.9	Monitor provision and outcomes for <b>vulnerable pupils</b> , including disadvantaged pupils and looked after children			✓		✓			
	3.10	Monitor the impact of provision for <b>SEND pupils</b>			✓		✓			
	3.11	Monitor support for pupil <b>wellbeing and mental health</b>			✓		✓			
	3.12	Monitor pupil <b>attendance and attitudes to learning</b>			✓		✓			
	3.13	Monitor pupil <b>behaviour, bullying and child on child abuse</b>			✓		✓			
	3.14	Monitor <b>careers support</b> provided to pupils and preparation for next steps			✓		✓			
	3.15	Monitor pupils' knowledge of how to <b>keep themselves safe</b> and <b>life skills</b>			✓		✓			
Discipline & Exclusions	3.16	Set and review the student <b>behaviour policy</b>			✓		✓			
	3.17	Review use of <b>exclusion</b> 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 <b>reinstatement of excluded students</b>		✓						
School organisation	3.19	Set times of academy day and <b>dates of academy terms and holidays</b>		✓						
	3.20	Ensure academy meets <b>380 sessions</b> in a school year		✓						
	3.21	Ensure academy <b>lunch</b> nutritional standards are met					✓			



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Information for parents	3.22	Prepare and publish the <b>academy prospectus</b> , including the 6th Form		✓						
	3.23	Ensure provision for <b>free school meals</b> to those students meeting the criteria					✓			
	3.24	Review “ <b>Home school</b> ” agreements					✓			
Admissions	3.25	Review the <b>School Admissions Policy</b>		✓						
	3.26	Admissions: <b>Applications decisions</b>					✓			
4. Finance, premises and assets	4.1	Approve the <b>budget</b> for the financial year		✓						
	4.2	Monitor <b>monthly management accounts</b>			✓	✓				
	4.3	Review the <b>Charges &amp; Remissions Policy</b>		✓						
	4.4	Enter into <b>contracts</b> (refer to Financial Scheme of Delegation) and maintain a contracts register		✓	✓	✓				
	4.5	Ensure academy <b>annual accounts</b> are prepared within the designated time frame						✓		
	4.6	<b>Approve and submit the Annual Accounts</b>		✓						
	4.7	<b>To receive the Annual Report and Accounts</b>	✓	✓		✓		✓		
	4.8	To review annually and <b>appoint the external auditors</b>	✓							
	4.9	To review annually and <b>appoint the internal auditors</b>						✓		
	4.10	Ensure compliance with the <b>Academy Trust Handbook</b>						✓		
	4.11	Review <b>value for money</b> and <b>benchmark spending</b> and impact of spend				✓				
	4.12	Ensure <b>procurement procedures</b> are followed and robust			✓			✓		



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	4.13	Ensure <b>value for money procurement</b>			✓	✓				
	4.14	Review and <b>approve contracts</b> within procurement policy		✓	✓	✓				
	4.15	Complete audit functions and <b>report financial scrutiny to ESFA</b>						✓		
	4.16	To agree the focus of <b>internal audits</b> and ensure all findings are suitably actioned						✓		
	4.17	Agree and monitor <b>asset and premises plans</b> and management				✓				
	4.18	Review the <b>schools buildings insurance, personal liability &amp; Trustee's' indemnity insurance</b>			✓	✓				
	4.19	Develop the <b>schools building strategy</b>		✓	✓	✓				
	4.20	Establish, procure & <b>maintain buildings</b> , including a properly funded maintenance programme.				✓				
Health, Safety & Welfare	4.21	Ensure a <b>suitably qualified person</b> to support the school with <b>health and safety</b> has been nominated			✓	✓				
	4.22	Review the schools <b>Health, Safety &amp; Well-being Policy</b>		✓		✓				
	4.23	Ensure <b>Health &amp; Safety &amp; Well-being regulations</b> are followed	✓	✓	✓	✓		✓		
5. HR matters	5.1	<b>Headteacher appointments</b>		✓						
	5.2	<b>Deputy Headteacher appointments</b>			✓					
	5.3	<b>Teaching staff appointments</b>			✓					
	5.4	<b>Non-teaching staff appointments</b>			✓					
	5.5	Review the <b>Pay Policy</b>		✓					✓	
	5.6	Review the Policy for addressing <b>staff disciplinary, conduct and grievance</b>		✓					✓	
	5.7	<b>Dismissal of the Headteacher</b>		✓						
	5.8	<b>Dismissal of other staff</b>			✓					



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	5.9	<b>Suspension of the Headteacher</b>		✓						
	5.10	<b>Ending suspension of the Headteacher</b>		✓						
	5.11	<b>Ending the suspension of all other staff</b>			✓					
	5.12	Determining <b>staffing requirements</b>		✓	✓	✓			✓	
	5.13	<b>Dismissal and early retirement payments</b>			✓				✓	
	5.14	<b>Monitor CPD and impact</b>							✓	
Performance Management	5.15	Review the <b>performance management Policy</b>		✓					✓	
	5.16	<b>Implement the performance management Policy</b>			✓					
	5.17	Set <b>HR policies</b>							✓	
	5.18	Set terms and <b>conditions of employment</b> and approve <b>staff handbook</b>							✓	
	5.19	Monitor the consistency, fairness and effectiveness of the <b>implementation of the Pay and Performance management policies</b>							✓	
	5.20	Approve <b>pay awards</b> for all staff							✓	
	5.21	<b>Set performance management targets for the headteacher</b>								✓
	5.22	<b>Monitor the performance management of the headteacher</b>								✓
	5.23	Recommend <b>pay awards</b> for the headteacher								✓
	5.24	Approve <b>pay awards for the headteacher</b>		✓						
	5.24	Monitor <b>staff wellbeing and workload</b>							✓	
	5.25	Monitor staff KPIs such as turnover, length of service, ratios etc							✓	
6. Compliance	6.1	Publish annually an ' <b>Equality information and objectives statement</b> ' and review equality objectives every four years		✓		✓				
	6.2	Review the <b>Special Educational Needs (SEN) and disability Policy</b> and ensure a <b>SIR</b> is on the school website and up to date		✓						
	6.3	Ensure appointment of a <b>DSL and deputy DSL</b>		✓	✓					



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	6.4	Designate a 'responsible person' for <b>looked after children</b>		✓	✓					
	6.5	Review every three years the schools <b>Accessibility Plan</b>				✓				
	6.6	Ensure compliance with all <b>safeguarding and child protection</b> and prevent legislation and monitor effectiveness of safeguarding procedures		✓						
	6.7	Approve all <b>statutory policies</b> and ensure those required on <b>school website</b> are up to date		✓						
	6.8	Ensure compliance with <b>data protection, GDPR and FOI</b> legislation		✓						
	6.9	Ensure compliance with <b>exam management</b> procedures and regulations		✓						
	6.10	Ensure a <b>parental complaints</b> policy and procedures are up to date, on the school website and followed		✓						
	6.11	Ensure a <b>whistleblowing policy</b> is in place and that staff have access to this		✓						
<b>7. Governance procedures</b>	7.1	Appoint or remove the <b>Chair and vice Chair of the Board</b>		✓						
	7.2	Appoint or dismiss the <b>Clerk to the Governors</b>		✓						
	7.3	Hold a full <b>FGB meeting at least 3 times</b> in the academy year		✓						
	7.4	Appoint (and remove) <b>Trustee's</b>	✓							
	7.5	Review the register of Trustee's & Members <b>business interests</b>		✓						
	7.6	Review the Trustee's & Members <b>Expenses Policy</b>		✓						
	7.7	Consider whether or not to <b>delegate functions</b> to individuals or committees		✓						
	7.8	To delegate ' <b>Chair's Action</b> ' to the Chair of Governors		✓						
	7.9	Regulate the <b>FGB procedures</b>	✓							
	7.10	<b>Skills audit</b> and identifying skills gaps/deficiencies		✓						
	7.11	<b>Self-review</b> , hold to account and <b>governance development plan</b>		✓						



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	7.12	Approve and review <b>scheme of delegation</b>		✓						
	7.13	<b>Set Terms of reference for all committees</b>		✓						
	7.14	Establish member/trustee/governor <b>code of conduct</b>		✓						
	7.15	<b>Set governance expectations</b> through induction, terms of reference for committees and role profiles for specific governance roles		✓						
	7.16	<b>Plan governance activities</b> including monitoring and meetings		✓						
	7.17	Ensure <b>meetings are well organised</b> , impactful and well minuted		✓						