

## Mayflower High School

### Scheme of Delegation 2025- 2026

**Key:**

Mem- Members  
 FGB- Full Governing Body  
 HT- Headteacher

**Committees:**

Finance and Premises (F&P)  
 Curriculum and Student Related (CRSM)  
 Personnel (P)  
 Headteachers Performance Management (HPM)

A – Accountable and approver	Answerable for the task being delivered. Can delegate to those responsible Only 1 group/person accountable for each decision
R - Responsible	Responsible for the delivery. Does the work to achieve the task, this can be shared between groups
C- Consulted	Needs to be involved before the decision is made.
*Highlighted	Statutory expectation to comply with Articles of Association

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
	<b>1. Board business</b>							
1.1	Appoint/remove members	*A/R						
1.2	Appoint/remove trustees	*A/R	*A/R					
1.3	Elect chair and vice-chair of trustees		*A/R					
1.4	Appoint and remove board committee chairs		*A/R					
1.5	Establish and review trust governance structure		*A/R	C				
1.6	Agree named safeguarding trustee		*A/R					
1.7	Agree named SEND trustee lead		*A/R					
1.8	Agree named careers trustee lead		*A/R					
1.9	Appoint/remove committee chairs		*A	C	C	C	C	
1.10	Appoint/remove committee members		*A		C	C	C	
1.11	Appoint a governance professional		*A	R				
1.12	Agree committee clerking arrangements		*A/R					
1.13	Articles of association: review	*A	*R					
1.14	Articles of association: ratify	*A/R						
1.15	Check all statutory policies are in place		*A/R					
1.16	Agree committee terms of reference		*A/R	C	C	C	C	C

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
1.17	Complete annual review of scheme of delegation		*A	R				
1.18	Complete bi-annual board skills audit		A/R					
1.19	Publish governance arrangements on school's website		*A	R				
1.20	Ensure Governor's website page is compliant and effective		*A	R				
1.21	Ensure school website are compliant and effective		*A	A/R				
1.22	Submit an annual report on the performance of the school to members		A	R				
1.23	Commission an external review of governance every three to five years	C	A/R	C				
1.24	Maintain the Governor's register of Interests (Held on GHub)		A/R					
1.25	Undertake trust governance professional annual appraisal		A/R	A/R				
1.26	Agree role descriptions for link governors		A/R					
1.27	Agree trust board committee meeting dates and agendas		A/R		R	R	R	R
1.28	Maintain compliance with GIAS and Companies House *		A/R	R				
	<b>2. Vision and strategy</b>							
2.1	Determine school's vision, strategy, and key priorities		A/R	R	C	C	C	
2.4	Determine board vs school-level policies		*A	R	C	C	C	
2.5	Maintain risk register and review regularly		*A	R	C	C		

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	MPM
2.6	Ensure engagement with stakeholders		A	R	R	R	R	
2.7	Ensure all governors receive annual safeguarding, Prevent and GDPR training		R	R				
	<b>3. Finance and estates</b>							
3.1	Appoint and remove external auditors	*A/R	C					
3.2	Receive external auditors report	*A/R						
3.3	Action recommendations made by external auditors		*A	R				
3.4	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R				
3.5	Submit ESFA required reports and returns		*A	R				
3.6	Agree budget to support the delivery of school's strategic priorities		*A	A/R	R			
3.7	Carry out benchmarking and value for money evaluation		C	A/R	C			
3.8	Agree reporting and monitoring arrangements for the school budget, to include virement reports at all F&P meetings		*A	R	C			
3.9	Approve estate vision, strategy and asset management plan		*A/R	C				
3.10	Monitor school estate to ensure it is safe and well maintained		*A	R	R			

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3.11	Ensure the school has adequate insurance cover		A	R				
3.12	Ensure compliance with the Academy Trust Governance Guide		A/R					
3.13	Action recommendations from internal auditors		A		R			
3.14	Review management accounts each month, setting out the financial performance		A	R	R			
3.15	Monitor implementation of and compliance with health & safety policy and procedures		A	R	R			
3.16	Ensure that there is a suitable expert to support health and safety policy and procedures		R	A/R	R			
3.17	Develop a cybersecurity framework			A/R	R			
3.18	Appoint a Data Protection Officer			A/R				
3.19	Maintain a Single Central Record and monitor termly			A/R				
	<b>4. Human Resources</b>							
4.1	Appoint, dismiss, and suspend the Headteacher		*A/R					
4.2	Conduct headteacher performance management		*A/R					R
4.3	Agree on Headteacher compensation		*A/R					R
4.4	Conduct executive team performance management **		C	A/R				
4.5	Review and agree staff appraisal procedure and pay progression		A	R				
4.6	Determine the executive (SLT) team staffing structure		*A/C	R				

	Task	Mem	FGB	HT	Committees			
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4.7	Determine school staffing structure			A/R	C		C	
4.8	School-wide pay policy, terms and conditions of employment		*A	R			C	
4.9	Determine disciplinary, conduct, grievance, and capability policies		*A	R			C	
4.10	Implement disciplinary, conduct, grievance, and capability procedures- Headteacher		A/R					
4.11	Implement disciplinary, conduct, grievance, and capability – SLT		A/C	R				
4.12	Approval of exit payments/early retirement/pension discretion		*A	C				
4.13	Review the Pay Policy		*A				C	
4.14	Monitor staff wellbeing and workload			A/R			C	
4.15	Ensure completion of staff statutory training, eg, safeguarding			A/R			C	
4.16	Ensure completion of governor statutory training, eg, safeguarding		A/R				C	
	<b>5. Education</b>							
5.1	Approve the school curriculum and curriculum policy		A	R		C		
5.2	Ensure high standards of teaching and learning		A	R		C		
5.3	Delivery of the curriculum			A/R				
5.4	Set targets for KS4 and KS5 results		A	R				
5.5	Plan and deliver individual school improvement interventions and strategies			A/R		C		

5.6	Agree behaviour policy		C	A/R		C		
	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
5.7	Implement behaviour policy			A/R				
5.8	Governors to hold exclusion and fixed-term exclusion panels where necessary		R	R				
5.9	Review permanent and fixed-term exclusions (including those that have fixed-term exclusions for more than 15 days a term or would lose the right to sit examinations)		*A/R			R/C		
5.10	Agree admissions policy		*A	R		C		
5.11	Admissions appeal process		*A	R		C		
5.12	Determine the complaints policy		*A/R	C		C		
5.13	Implement complaint procedures		*A/R	R		R		
5.14	Appoint a designated teacher to promote the educational achievement of children in care (CiC) and post LAC (looked after children), and that they take the necessary training		A	R		R		
5.15	Appoint a Designated Safeguarding Lead and a Deputy			R				
5.16	Appoint a qualified teacher as a SENDCO and that they have the time and resources to carry out the role effectively			R				
5.17	Review option subject choices					R		
5.18	Ensure Overseas, overnight, and High-Risk Residential trips are monitored and approved annually.		R	A				
5.19	Ensure all local and non-high-risk residential trips are monitored and reviewed termly			A		R		

5.20	Ensure trip data on Evolve is monitored and reviewed annually.		A	R				
	<b>Task</b>	<b>Mem</b>	<b>FGB</b>	<b>HT</b>	<b>Committees</b>			
					<b>F&amp;P</b>	<b>CRSM</b>	<b>P</b>	<b>HPM</b>
5.21	Monitor attendance and persistent absence of pupils and the effectiveness of improvement			R		A		
5.22	Monitor progress and attainment for vulnerable children			R		A		
5.23	Monitor support for LAC and PLAC			R		A		
5.24	Monitor pupil behaviour data across pupil groups			R		A		
5.25	Monitor pupils' well-being and how is this supported			R		A		
	<b>6. Community</b>							
6.1	Develop stakeholder partnerships at the school level		A	C/R	A	A	A	
6.2	Monitor any complaints raised		A	C/R				

\*1.28 Clerk undertakes GIAS and Companies House for Governors, SBM completes for the school