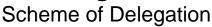
Mayflower High School





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)	√	V	√	V
	5	Ensure academy annual accounts are prepared within the appointed time frame				\checkmark
	6	Approve and submit the annual accounts		V		
	7	To receive the Annual Report and Accounts		V		
	8	To review annually and appoint the external auditors		V		
	9	Review annually and appoint the Responsible Officer			V	
	10	Review annually and appoint the internal auditors			√	
Staffing	11	Headteacher appointments				
		Deputy Headteacher appointments				
		Teaching staff appointments				
	14	Non-teaching staff appointments				
	15	Establish a Pay policy			$\sqrt{}$	
	16	Establish and review policy for addressing staff disciplinary, conduct and grievance		\checkmark	√	
	17	Dismissal of the Headteacher				
	18	Dismissal of other staff				
	19	Suspension of the Headteacher		$\sqrt{}$		
	21	Ending suspension of the Headteacher		$\sqrt{}$		
	22	Ending the suspension of all other staff				
	23				$\sqrt{}$	
	24	Dismissal payments / early retirement				

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Mayflower High School Scheme of Delegation

Key function	No	Task	D	Decision level		
			1	2	3	4
Curriculum	25	Establish a Curriculum Policy			\checkmark	
	26	Approval of Curriculum Policy		\checkmark		
	27	Responsibility for standards of teaching				
	28	Decide which subject options will be taught including activities outside the school day			V	V
	29	Responsibility for individual child's education	٧	٧	٧	1
	30	Establishing and maintaining an up to date sex education policy		٧	$\sqrt{}$	
	31	Prohibit political indoctrination and ensuring a balanced treatment of political issues	V	V	V	V
Performance Management	32	Establish performance management policy and review annually		√	√	
	33	Implement the performance management policy				1
		<u> </u>				
Target setting	34	Set and publish targets for student achievement				V
Discipline/Exclusions	35	Establish a discipline policy		$\sqrt{}$		
	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				1
Admissions	38	Consult annually before setting an Admissions Policy		√		
	39	Admissions: Applications decisions			√	
Collective worship	40	Arrangements for collective worship				1
Premises & Insurance	41	Buildings insurance, personal liability & Governors' Indemnity Insurance Develop academy building strategy			1	V
	42	Develop academy building strategy		٧	√	

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Mayflower High School

Scheme of Delegation

Key function	No	Task	Decision level			
			1	2	3	4
	43	Establish, procure & maintain buildings, including a properly funded maintenance programme.			V	
Health & Safety	44	Establish a Health, Safety & Welfare policy policy		√		
	45	Ensure Health & Safety regulations are followed	V	V	V	V
School organisation	44	Set times of academy day and dates of academy terms and holidays		V		V
	45	Ensure academy meets 380 sessions in a school year				V
	46	Ensure academy lunch nutritional standards are met				V
Information for parents	47	Prepare and publish the academy prospectus				V
	48	Ensure provision for free school meals to those students meeting the criteria				1
	49	Establish and review "Home school" agreements				V
FGB procedures	50	Appoint or remove the chair and vice chair of the GB		V		
	51	Appoint or dismiss the Clerk to the governors		V		
	52	Hold a full FGB meeting at least 3 times in the academy year		V		
	52	Hold an AGM				
	53	Appoint (and remove) governors/trustees				
	54	Establish a register of Governor business interests		√		
	55	Establish a governor expenses policy		1		
	- 55	Discharge duties in respect of students		<u> </u>		
	56	with special needs by appointing a		√		
	57	'responsible person' Consider whether or not to delegate		√		
		functions to individuals or committees To delegate 'Chair's Action' to the		· ·		
	58	Chair of Governors/Trustees		1		
	59	Regulate the FGB procedures		1		



Mayflower High School Scheme of Delegation

Key function	No	Task	Decision level			
			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		√	V	
	67	Establish and review a special educational needs (SEN) and disability policy		V		
	68	Appoint a 'responsible person' for Safeguarding		√		٧
	69	Designate a 'responsible person' for looked after children		V		
	70	Establish an accessibility plan and review it every three years			V	
	71	Establish and review annually a child protection policy and relevant procedure		√		