



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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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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	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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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		√		