

Mayflower High School

Scheme of Delegation 2024-2025

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
	1.Board business							
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 annual board skills audit		A/R					
1.19	Publish governance arrangements on schools' website		*A	R				
1.20	Ensure Governors website page is compliant and effective		*A	R				
1.21	Ensure school website are compliant and effective		*A	A/R				
1.22	Submit annual report on the performance of the school to members and publish		A	R				
1.23	Commission external review of board effectiveness every three years	C	A/R	C				
1.24	Maintain the register of Interests (Held on GHub)		A/R					
	2. Vision and strategy							
2.1	Determine school's vision, strategy and key priorities		A/R	R	C	C	C	
2.4	Determine school level policies		*A	R	C	C	C	
2.5	Establish risk register and conduct regular review		*A	R	C	C		
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				

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
	3.Finance and estates							
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 plan to support delivery of school strategic priorities		*A	A/R	R			
3.7	Monitor school budget		*A	R	R			
3.8	Carry out benchmarking and trust-wide value for money evaluation		C	A/R	C			
3.9	Agree reporting and monitoring arrangements for school budgets		*A	R	C			
3.10	Approve estate vision, strategy and asset management plan		*A/R	C				
3.11	Monitor school estate to ensure it is safe and well maintained		*A	R	R			
3.12	Ensure Mayflower has adequate insurance cover		A	R				
3.13	Ensure compliance with Academy Trust Governance Guide		A/R					
3.14	Action recommendations from internal auditors		A		R			

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
	4.Human Resources							
4.1	Appoint and dismiss Headteacher		*A/R					
4.2	Conduct headteacher performance management		*A/R					R
4.3	Agree Headteacher pay and reward		*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 executive (SLT) team staffing structure		*A	R				
4.7	Determine school staffing structure			A/R	C		C	
4.8	Headteacher appointments and dismissal		A/R					
4.9	School wide pay policy, terms and conditions of employment		*A	R			C	
4.10	Determine disciplinary, conduct, grievance and capability policies		*A	R			C	
4.11	Implement disciplinary, conduct, grievance and capability procedures- Headteacher		A/R					
4.12	Implement disciplinary, conduct, grievance and capability – SLT		A	R				
4.13	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A	C				
4.14	Review the Pay Policy		*A				C	

	Task	Mem	FGB	HT	Committees			
					F&P	CRSM	P	HPM
	5. Education							
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 curriculum			A/R				
5.4	Set targets for trust outcomes		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		
5.7	Implement behaviour policy			A/R				
5.8	Review use of exclusions 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 right to sit an examination		R	R				
5.9	Review permanent and fixed term exclusions		*A/R			R/C		
5.10	Agree admissions policy		*A	R		C		
5.11	Admissions appeal process		*A	R		C		
5.12	Determine complaints policy		*A/R	C		C		
5.13	Implement complaints 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		

	Task	Mem	FGB	HT	Committees			
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5.15	Appoint a member of staff to be the safeguarding lead and deputy safeguarding		R	R		R		
5.16	Ensure there is a qualified teacher as the SENDCO and that they have the time and resources to carry out the role effectively		R	R		R		
5.16	Ensure Overseas and High-Risk Residential trips are monitored and approved annually		R	A				
5.17	Ensure all Local and non-high-risk residential trips are monitored and approved annually			A		R		
5.18	Review subject option choices			A		R		
	6. Community							
6.1	Developing stakeholder partnerships at school level		A	C/R	A	A	A	