



Founded 1548

# Scheme of Delegation

Magdalen College School  
Brackley  
Academy Trust

December 2020

# 1. Detailed Scheme of Delegation

## KEY

Level 1: Members

Level 2: Trustees / Governors

Level 3: Head teacher

Level 4: Head teacher & Senior Leaders

**Although decisions may be delegated to the Head Teacher, the Trust Board as a whole remains responsible for any decision made under delegation and may overrule the Head Teacher where appropriate. Each Level may delegate specific tasks/responsibilities further to people within their team, however they retain responsibility as per this Scheme of Delegation.**

| Key function                               | Tasks  | 1 | 2 | 3 | 4 |
|--|--|---|---|---|---|
| Budget / Finance                           | To approve the first formal budget plan in each financial year   |   | x |   |   |
|  | To approve the annual statutory accounts   | x |   |   |   |
|  | Ensure statutory returns are completed in a timely manner  |   |   |   | x |
|  | To monitor monthly expenditure   |   | x |   | x |
|  | To establish a charging and remissions policy  |   | x |   |   |
|  | To enter into contracts  |   | x |   |   |
|  | To make payments   |   |   |   | x |
|  | Miscellaneous financial decisions  |   |   |   | x |
| Staffing                                   | Head Teacher Appointments (selection panel)  |   | x |   |   |
|  | Deputy appointments (selection panel)  |   | x |   |   |
|  | Agree pay policy   |   | x |   |   |
|  | Approval annual recommendations on salary  |   | x |   |   |
|  | Decisions & appeals arising out of pay and performance   |   | x |   |   |
|  | Undertake Head Teacher's performance review  |   | x |   |   |
|  | Establish staff disciplinary and capability  |   | x |   |   |
|  | Dismissal of Head Teacher  |   | x |   |   |
|  | Dismissal of other school based staff  |   |   | x |   |
|  | Suspension of Head Teacher   |   | x |   |   |
|  | Suspension of school based staff   |   |   | x |   |
|  | Determining staff complement   |   |   | x |   |
|  | Determining dismissal payments / early retirement  |   |   | x |   |
|  | Implementation of policies for staff discipline, sickness absence and capability, grievance, special leave of absence, "reasonable adjustments" under the equalities act |   |   |   | x |
| Curriculum                                 | Establish curriculum Policy  |   | x |   |   |
|  | Implement curriculum policy  |   |   |   | x |
|  | Monitor curriculum policy  |   |   |   | x |
|  | Implement action to maintain teaching standards  |   |   |   | x |
|  | Monitor action to maintain teaching standards  |   |   |   | x |
|  | Determine subject options to be taught given the available resources   |   |   |   | x |
|  | Responsibility for each child's education  |   | x |   |   |
| Determine and monitor sex education policy |  | x |   |   |   |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|   | To monitor for any political indoctrination                     |   |   |   | x |
| Performance Management                    | Determine performance management policy                         |   | x |   |   |
|   | Implement performance management policy                         |   |   |   | x |
| Target Setting, Discipline and exclusions | Establish a student behaviour policy                            |   | x |   |   |
|   | Review the level of exclusions                                  |   | x |   |   |
|   | Review any permanent and fixed term exclusions                  |   | x |   |   |
|   | Oversee reinstatement of excluded students                      |   |   |   | x |
| Admissions                                | Approve admissions policy                                       |   | x |   |   |
|   | Follow and implement approved admissions policy                 |   |   |   | x |
| Religious Education                       | Ensure provision of RE  |   | x |   |   |
|   | Arrangements for collective worship                             |   |   |   | x |
| Premises and Insurance                    | Buildings Insurance and personal liability                      |   | x |   |   |
|   | Developing school building strategy                             |   | x |   |   |
|   | Maintaining buildings   |   |   |   | x |
|   | Determine health and safety policy                              |   | x |   |   |
|   | Monitor implementation of health and safety policy              |   | x |   |   |
|   | Ensure health and safety regulations are followed               |   |   | x |   |
| School Organisation                       | Setting times of school sessions and term dates                 |   |   | x |   |
|   | Ensure the school meets for 190 days in the school year         |   | x |   |   |
|   | Ensure school meals provided are nutritious and value for money |   |   |   | x |
| Information to Parents                    | Prepare and publish school prospectus                           |   |   |   | x |
|   | Ensure the provision of free school meal to qualifying students |   |   |   | x |
|   | Prepare home – school agreements                                |   |   |   | x |
| Governing Body Procedures                 | Determine Terms of Reference and any amendments                 |   | x |   |   |
|   | Ratify / remove Governing Body chair / vice chair               | x | x |   |   |
|   | Appoint / dismiss clerk to governors                            |   | x |   |   |
|   | Appoint / dismiss auditors                                      |   | x |   |   |
|   | Convene at least 3 governing body meetings in any year          |   | x |   |   |
|   | Establish and maintain a register of business interests         |   | x |   |   |
|   | Monitor SEN provision   |   | x |   |   |
|   | Establish a Governing body code of conduct                      |   | x |   |   |
|   | Establish complaints policy                                     |   | x |   |   |
|   | Monitor implementation of complaints policy                     |   |   | x |   |
| Data protection                           | Establish and monitor Freedom of Information request policy     |   | x |   |   |
|   | Establish data protection policy and privacy notices            |   | x |   |   |
|   | Monitor data protection policy                                  |   |   |   | x |

|                     |   |  |   |   |   |
|---------------------|---|--|---|---|---|
|                     | Appoint a Data Protection Officer   |  | x |   |   |
| Equality Act        | Establish Equality Policy   |  | x |   |   |
|                     | Implement and Monitor Equality Policy   |  |   |   | x |
| Safeguarding        | Establish a safeguarding policy   |  | x |   |   |
|                     | Implement and monitor safeguarding policy                                       |  |   |   | x |
|                     |   |  |   |   | x |
| IT and Social Media | Implement acceptable use policy   |  |   |   | x |
|                     | Monitor implementation of acceptable use policy                                 |  |   |   | x |
|                     | Establish social media policy   |  |   |   | x |
|                     | Implement social media policy   |  |   |   | x |
|                     | Monitor implementation of social media policy                                   |  |   |   | x |
| General Policies    | To identify list of appropriate policies required by statute and best practice. |  | x |   |   |
|                     | To review and adopt policies approved by the Trust                              |  | x |   |   |
|                     | To implement all approved policies  |  |   | x |   |
|                     | To ensure implementation of all policies is appropriately monitored             |  | x |   |   |