



Founded 1548

Scheme of Delegation

Magdalen College School Brackley Academy Trust

Date next due for review by Full Governing Body	Reviewed by Full Governing Body	Any Changes YES/NO	Approved by Full Governing Body
	7 December 2021	No	7 December 2021
September 2022			

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		