

## Keswick School Multi Academy Trust Scheme of Delegated Authority

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles:

**Column ticked:** Action to be undertaken at this level

**Column marked 'A':** Provide advice and support to those accountable for decision making

| Key Function              | No | Task   | Members | Board | Exe Prn | LGB | LGB Committee | Head |
|---------------------------|----|--|---------|-------|---------|-----|---------------|------|
| <b>Governance: People</b> | 1  | Members: Appoint/Remove  | ✓       |       |         |     |               |      |
|                           | 2  | Trustees: Appoint/Remove   | ✓       |       |         |     |               |      |
|                           | 3  | Appoint the Chair and Vice Chair of the Board                                    |         | ✓     |         |     |               |      |
|                           | 4  | Board Committee Chairs: appoint/remove   |         | ✓     |         |     |               |      |
|                           | 5  | Co-opted Trustees: Appoint/Remove  |         | ✓     |         |     |               |      |
|                           | 6  | LGB Chair: appoint/remove  |         |       |         | ✓   |               |      |
|                           | 7  | Chairs of Local Governing Bodies committees: Appoint/Remove                      |         |       |         | ✓   | ✓             |      |
|                           | 8  | Parent Governors: elected by Parents   |         |       | ✓       | A   |               | A    |
|                           | 9  | Elect Staff Governor: elected by staff   |         |       |         | ✓   |               |      |
|                           | 10 | Company Secretary: appoint/remove  |         | ✓     |         |     |               |      |
|                           | 11 | Clerk to Board: appoint/remove   |         | ✓     | A       |     |               |      |
|                           | 12 | Clerk to LGB: appoint/remove   |         |       |         |     | ✓             |      |
| <b>Governance</b>         | 13 | Articles of Association: agree and review  | ✓       | A     | A       |     |               |      |
|                           | 14 | Approve changes to the KS MAT structure, Terms of Reference or Funding Agreement |         | ✓     | A       |     |               |      |
|                           | 15 | Approve changes to the Scheme of Delegated Authority                             |         | ✓     | A       |     |               |      |
|                           | 16 | Terms of reference for Director committees; agree annually                       |         | ✓     | A       |     |               |      |
|                           | 17 | Terms of reference for LGB/committees: agree annually                            |         | ✓     | A       | A   |               |      |
|                           | 18 | Governors: appointed by Directors  |         | ✓     | A       | A   |               |      |
|                           | 19 | Skills audit: complete and recruit to fill gap                                   |         | ✓     | A       |     | ✓             | A    |

| Key Function | No  | Task  | Members | Board | Exe Prn | LGB | LGB Committee | Head |
|--------------|---|---|---------|-------|---------|-----|---------------|------|
| Governance   | 20  | Annually self-review Director board and committee performance: complete annually  |         | √     |         |     |               |      |
|              | 21  | Annually self-review of LGB performance: complete annually  |         |       |         | √   |               |      |
|              | 22  | Annual schedule of business for Director board: agree   |         | √     | A       |     |               |      |
|              | 23  | Annual schedule of business for LGB: agree  |         |       |         | √   |               | A    |
|              | 24  | Annual register of Directors and Governors' business interests: establish and publish   |         | √     | A       | √   |               | A    |
|              | 25  | Approve Directors and Governors Expenses policy   |         | √     |         | √   |               |      |
|              | 26  | Appoint Executive Principal   |         | √     |         |     |               |      |
|              | 27  | Appoint Internal Auditors   |         | √     |         |     |               |      |
|              | 28  | Appoint External Auditors   |         | √     |         |     |               |      |
|              | 29  | Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit                    | √       | √     | A       |     |               |      |
|              | 30  | Determine policies reflecting the Trust's ethos and values including: statutory policies along with admissions and staffing policies: approve       |         | √     | A       |     |               |      |
|              | 31  | Determine school level procedures in line with Trust polices which reflect the school's ethos including: curriculum, teaching and learning: approve |         |       |         | √   | √             | A    |
|              | 32  | Central spend/management charge: agree  |         | √     | A       |     |               |      |
|              | 33  | Management of risk; establish register; review and monitor  |         | √     | <A>     | √   | √             | A    |
|              | 34  | Trust's vision and strategy, agreeing KPIs: determine   |         | √     | A       |     |               |      |
|              | 35  | School's vision and strategy in line with Trust, agreeing KPIs: determine   |         |       |         | √   | √             | A    |
|              | 36  | School staffing structure: agree  |         |       |         | √   | √             | A    |
|              | 37  | Performance management of the Executive Principal   |         | √     |         |     |               |      |
|              | 38  | Performance management of the Headteacher   |         |       | √       | √   |               |      |
| 39           | Manage Freedom of Information request for schools and the Trust |   |         | √     |         |     |               |      |
| Finance      | 40  | Chief Financial Officer for delivery of Trusts detailed accounting processes: appoint   |         | √     | A       |     |               |      |
|              | 41  | Approve Trust and schools budget plans for financial year   |         | √     | A       |     |               |      |
|              | 42  | Recommend school budget plan for financial year to Board for approval   |         |       |         | √   | √             | A    |

| Key Function | No  | Task   | Members | Board | Exe Prn | LGB | LGB Committee | Head  |
|--------------|---|--|---------|-------|---------|-----|---------------|-------|
| Finance      | 43  | Executive Principal pay award: agree   |         | √     |         |     |               |       |
|              | 44  | Headteacher pay award: agree   |         | √     | A       |     |               |       |
|              | 45  | Staff appraisal procedure and pay progression: monitor and agree                 |         | √     |         | A   | A             |       |
|              | 46  | Monitor Trust and school budget for every Board meeting                          |         | √     |         |     | √             |       |
|              | 47  | Monitor Trust and school budget monthly  |         |       | √       |     |               | √     |
|              | 48  | Monitor monthly expenditure  |         |       | √       |     |               | √     |
|              | 49  | Enter into contracts, ordering goods and services up to £5,000                   |         |       | √       |     |               | √     |
|              | 50  | Enter into contracts, ordering goods and services between £5,001 and £10,000     |         |       |         |     | √             |       |
|              | 51  | Enter into contracts, ordering goods and services between £10,001 and £40,000    |         |       |         |     | √             |       |
|              | 52  | Enter into contracts, ordering goods and services over £40,001                   |         | √     |         | A   | A             |       |
|              | 53  | Agree school and Trust virements and budget adjustments up to £10,000            |         |       | √ (T)   |     |               | √ (S) |
|              | 54  | Agree school and Trust virements and budget adjustments up to £10,001 to £50,000 |         | √     |         | A   | A             |       |
|              | 55  | Agree School and Trust virements and budget adjustments over £50,001             |         | √     |         |     |               |       |
|              | 56  | Write-off of bad debts up to £1,000  |         |       |         |     | √             | A     |
|              | 57  | Write-off of bad debts between £1,001 to £45,000                                 |         | √     |         |     | A             | A     |
| 58           | Approve Trust financial and procurement policies which apply to all schools |  | √       | A     |         |     |               |       |
| Staffing     | 59  | School Headteacher appointments  |         | A     | √       | A   |               |       |
|              | 60  | Appoint School Deputy Headteacher and senior appointments                        |         |       |         | A   | A             | √     |
|              | 61  | Teaching and Support staff appointments  |         |       |         | √   |               | √     |
|              | 62  | Approve staff, HR, pay, performance and disciplinary policies                    |         | √     | A       |     |               |       |
|              | 63  | Approve changes to School staffing structure (within agreed budget)              |         |       |         |     | √             | A     |
|              | 64  | Approve changes to School staffing structure (outside agreed budget)             |         | √     |         |     | A             | A     |
|              | 65  | Performance review of Executive Principal  |         | √     |         |     |               |       |
|              | 66  | Suspend the Executive Principal  |         | √     |         |     |               |       |
|              | 67  | End the suspension of the Executive Principal                                    |         | √     |         |     |               |       |
|              | 68  | Dismiss the Executive Principal  |         | √     |         |     |               |       |
|              | 69  | Appraisal of Headteacher   |         |       | √       | √   |               |       |
|              | 70  | Suspend a School Headteacher   |         |       | √       |     |               |       |
|              | 71  | End the suspension of a School Headteacher                                       |         |       | √       |     |               |       |
|              | 72  | Dismiss a School Headteacher   |         |       | √       |     |               |       |

| Key Function          | No  | Task   | Members | Board | Exe Prn | LGB | LGB Committee | Head |
|-----------------------|-----|--|---------|-------|---------|-----|---------------|------|
| Staffing              | 73  | Suspension of school staff below (but not including) Headteacher                       |         |       |         |     |               | ✓    |
|                       | 74  | Ending suspension of all school staff below (but not including) Headteacher            |         |       |         |     |               | ✓    |
|                       | 75  | Dismissal of school staff below (but not including) Headteacher                        |         |       |         |     |               | ✓    |
|                       | 76  | Dismissal payments/early retirement  |         | ✓     | A       |     | A             | A    |
|                       | 77  | Performance review of all school staff below (but not including) Headteacher           |         |       |         |     |               | ✓    |
|                       | 78  | Approve KS MAT Strategic Plan  |         | ✓     | A       |     |               |      |
|                       | 79  | Review progress against KS MAT Strategic Plan  |         | ✓     | A       |     |               |      |
|                       | 80  | Approve and review progress against School Development Plan                            |         |       |         |     | ✓             | A    |
| Discipline/Exclusions | 81  | Approve pupil behaviour policies   |         | ✓     | A       |     |               | A    |
|                       | 82  | Monitor implementation of pupil behaviour policies                                     |         |       |         |     | ✓             | A    |
|                       | 83  | Monitor issues associated with each schools implementation of pupil behaviour policies |         |       | ✓       |     |               | A    |
|                       | 84  | Exclude a pupil more than 15 days or permanently                                       |         |       |         |     |               | ✓    |
|                       | 85  | Review exclusion on appeal   |         |       |         | ✓   |               | A    |
| Admissions            | 86  | Consult on an Admissions Policy  |         | ✓     |         | ✓   |               | A    |
|                       | 87  | Agree Admissions Policy  |         | ✓     | A       |     |               | A    |
|                       | 88  | Agree PAN Annually   |         | ✓     | A       |     |               | A    |
|                       | 89  | Admissions: application decisions  |         | ✓     | A       |     |               | A    |
|                       | 90  | Admission Appeals  |         |       |         | ✓   |               | A    |
| Premises & Insurance  | 91  | Provision of appropriate Buildings and other relevant insurance (including Governors)  |         | ✓     | ✓       |     |               |      |
|                       | 92  | Approve Premises related polices   |         | ✓     | A       |     | A             |      |
|                       | 93  | Develop and approve School Maintenance Plan  |         |       |         |     | ✓             | A    |
|                       | 94  | Develop and approve KS MAT Premises and Capital Strategy                               |         | ✓     | A       |     |               |      |
| Health & Safety       | 95  | Approve Health and Safety Policy   |         | ✓     | A       |     |               |      |
|                       | 96  | Approve a School Risk Management Plan  |         |       |         |     | ✓             | A    |
|                       | 97  | Monitor implementation of School Risk Management Plans                                 |         |       | ✓       | ✓   |               | A    |
|                       | 98  | Approve Trust Risk Management Plan   |         | ✓     | A       |     |               |      |
| School Organisation   | 99  | Approve and review Business Continuity Plans   |         | ✓     | A       |     |               |      |
|                       | 100 | Recommend times of school day and dates of school terms and holidays                   |         | ✓     | A       |     |               |      |
|                       | 101 | Ensure that School meets a minimum number of sessions in a school year                 |         |       | ✓       |     |               |      |

| Key Function     | No  | Task  | Members | Board | Exe Prn | LGB | LGB Committee | Head |
|------------------|-----|---|---------|-------|---------|-----|---------------|------|
| School Meals     | 102 | Ensure that School lunch nutritional standards are met                            |         |       |         | ✓   | ✓             | A    |
|                  | 103 | Ensure provision of free school meals to those pupils meeting the criteria        |         |       |         |     |               | ✓    |
|                  | 104 | Ensure the provision of Universal Free School Meals offering to Infant age pupils |         |       |         |     |               | ✓    |
| Extended Schools | 105 | Decide to offer additional activities and what form these should take             |         |       |         | ✓   |               | A    |
|                  | 106 | Monitoring of Extended Services   |         |       |         | ✓   | ✓             | A    |
|                  | 107 | Cease providing extended school provision   |         |       |         | ✓   | ✓             | A    |
| Safeguarding     | 108 | Complete and maintain Single Central Record                                       |         |       | ✓       | ✓   |               | ✓    |
|                  | 109 | Appoint a Safeguarding Governor   |         |       |         |     | ✓             |      |
|                  | 110 | Annual approval of school safeguarding review                                     |         |       | ✓       |     |               | A    |
|                  | 111 | Undertake annual review of school safeguarding                                    |         |       |         |     | ✓             | ✓    |