

UNCONTROLLED if COPIED or PRINTED

Keswick School MAT is not liable for the contents of this document

## SCHEME OF DELEGATION (KSMAT/STAT/069)

<b>Committee Responsible:</b>	Directors of Keswick School Multi-Academy Trust
<b>Lead Officer:</b>	Executive Principal
<b>Date of Review:</b>	July 2023
<b>Date to be Reviewed:</b>	July 2024
<b>Signed:</b>	
<b>Date:</b>	

# SCHEME OF DELEGATION

## Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	March 2014
2	Review	March 2015
3	Review	March 2016
4	Review	March 2017
5	Review	March 2018
6	Review	March 2019
7	Review	March 2020
8	Review	March 2021
9	Review	June 2022
10	Review	July 2023

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors

# 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

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				√		A
<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
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			

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors

No	Task	Members	Board	Exe Prn	LGB	LGB Committee	Head
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 policies 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			√			
<b>Finance</b>							
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
43	Executive Principal pay award: agree		√				
44	Headteacher pay award: agree		√	A			
45	Staff appraisal procedure and pay progression: monitor and agree		√		A	A	

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors

No	Task	Members	Board	Exe Prn	LGB	LGB Committee	Head
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 £40,000					√	
51	Enter into contracts, ordering goods and services over £40,001		√		A	A	
52	Agree school and Trust virements and budget adjustments up to £10,000			√ (T)			√ (S)
53	Agree school and Trust virements and budget adjustments up to £10,001 to £50,000		√		A	A	
54	Agree School and Trust virements and budget adjustments over £50,001		√				
55	Write-off of bad debts up to £1,000					√	A
56	Write-off of bad debts between £1,001 to £45,000		√			A	A
57	Approve Trust financial and procurement policies which apply to all schools		√	A			

### Staffing

58	School Headteacher appointments		A	√	A		
59	Appoint School Deputy Headteacher and senior appointments				A	A	√
60	Teaching and Support staff appointments				√		√
61	Approve staff, HR, pay, performance and disciplinary policies		√	A			
62	Approve changes to School staffing structure (within agreed budget)					√	A
63	Approve changes to School staffing structure (outside agreed budget)		√			A	A
64	Suspend the Executive Principal		√				
65	End the suspension of the Executive Principal		√				
66	Dismiss the Executive Principal		√				
67	Suspend a School Headteacher			√			
68	End the suspension of a School Headteacher			√			
69	Dismiss a School Headteacher			√			
70	Suspension of school staff below (but not including) Headteacher						√
71	Ending suspension of all school staff below (but not including) Headteacher						√
72	Dismissal of school staff below (but not including) Headteacher						√

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors

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

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors

No	Task	Members	Board	Exe Prn	LGB	LGB Committee	Head
<b>School Meals</b>							
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						√
<b>Extended Schools</b>							
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
<b>Safeguarding</b>							
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					√	√

Ref:	Scheme of Delegation	Type:	Policy
Version:	10	Owner:	Executive Principal
Date:	July 2023	Status:	Board of Directors