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## 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>	March 2025
<b>Date to be Reviewed:</b>	March 2026
<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
11	Review	July 2023
12	Review	July 2024
13	Updated point 49 for External Audit Recommendations	March 2025

Ref:	Scheme of Delegation	Type:	Policy
Version:	13	Owner:	Executive Principal
Date:	March 2025	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				✓		

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22	Annual schedule of business for Director board: agree		✓	A			
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			

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45	Staff appraisal procedure and pay progression: monitor and agree		✓		A	A	
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						✓ or CFO
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						✓

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72	Dismissal of school staff below (but not including) Headteacher						✓
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

### Discipline/Exclusions

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

### Admissions

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

### Premises & Insurance

88	Provision of appropriate Buildings and other relevant insurance (including Governors)		✓	✓			
89	Approve Premises related policies		✓	A		A	
90	Develop and approve School Maintenance Plan					✓	A
91	Develop and approve KS MAT Premises and Capital Strategy		✓	A			

### Health and Safety

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			

### School Organisation

96	Approve and review Business Continuity Plans		✓	A			
97	Recommend times of school day and dates of school terms and holidays		✓	A			

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98	Ensure that School meets a minimum number of sessions in a school year			✓			
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					✓	✓

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