



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
Governance: People	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					✓	
Governance	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	Trust's staffing structure: agree		√	A			
	37	School staffing structure: agree				√	√	A
	38	Performance management of the Executive Principal		√				
	39	Performance management of the Headteacher			√	√		
40	Manage Freedom of Information request for schools and the Trust			√				
Finance	41	Chief Financial Officer for delivery of Trusts detailed accounting processes: appoint		√	A			
	42	Approve Trust and schools budget plans for financial year		√	A			
	43	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	44	Executive Principal pay award: agree		✓				
	45	Headteacher pay award: agree		✓	A			
	46	Staff appraisal procedure and pay progression: monitor and agree		✓		A	A	
	47	Monitor Trust and school budget for every Board meeting		✓			✓	
	48	Monitor Trust and school budget monthly			✓			✓
	49	Monitor monthly expenditure			✓			✓
	50	Enter into contracts, ordering goods and services up to £5,000			✓			✓
	51	Enter into contracts, ordering goods and services between £5,001 and £10,000					✓	
	52	Enter into contracts, ordering goods and services between £10,001 and £40,000					✓	
	53	Enter into contracts, ordering goods and services over £40,001		✓		A	A	
	54	Agree school and Trust virements and budget adjustments up to £10,000			✓ (T)			✓ (S)
	55	Agree school and Trust virements and budget adjustments up to £10,001 to £50,000		✓		A	A	
	56	Agree School and Trust virements and budget adjustments over £50,001		✓				
	57	Write-off of bad debts up to £1,000					✓	A
	58	Write-off of bad debts between £1,001 to £45,000		✓			A	A
59	Approve Trust financial and procurement policies which apply to all schools		✓	A				
Staffing	60	School Headteacher appointments		A	✓	A		
	61	Appoint School Deputy Headteacher and senior appointments				A	A	✓
	62	Teaching and Support staff appointments				✓		✓
	63	Approve staff, HR, pay, performance and disciplinary policies		✓	A			
	64	Approve changes to School staffing structure (within agreed budget)					✓	A
	65	Approve changes to School staffing structure (outside agreed budget)		✓			A	A
	66	Performance review of Executive Principal		✓				
	67	Suspend the Executive Principal		✓				
	68	End the suspension of the Executive Principal		✓				
	69	Dismiss the Executive Principal		✓				
	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	106	Ensure that School lunch nutritional standards are met				√	√	A
	107	Ensure provision of free school meals to those pupils meeting the criteria						√
	108	Ensure the provision of Universal Free School Meals offering to Infant age pupils						√
Extended Schools	109	Decide to offer additional activities and what form these should take				√		A
	110	Monitoring of Extended Services				√	√	A
	111	Cease providing extended school provision				√	√	A
Safeguarding	112	Complete and maintain Single Central Record			√	√		√
	113	Appoint a Safeguarding Governor					√	
	114	Annual approval of school safeguarding review			√			A
	115	Undertake annual review of school safeguarding					√	√