



# PETERBOROUGH KEYS ACADEMIES TRUST

## SCHEME OF DELEGATION 2023-24 v1.1

### Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust (MAT) and member schools.

The bodies may include:

1. Members
2. Trust Board
3. Finance, Audit and Risk Committee
4. People and Infrastructure Committee
5. Education Committee
6. CEO
7. Academy Committee
8. Executive Group
9. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Trust Board	FAR Cttee	P&I Cttee	E Cttee	CEO	AC	Executive Group	Headteacher
<b>1.</b>	<b>Governance</b>									
1.1.	Trust Vision and Values		A				R		D	
1.2.	Trust Articles of Association	Members approve changes	R							
1.3.	Trust Board Terms of Reference		A				R			
1.4.	Trust Scheme of Delegation		A				R		C	
1.5.	New schools joining the MAT	Subject to criteria and due diligence	A	R			P		C	
1.6.	Establish Trustee Committees		A				R		C	
1.7.	Approve Trustee Committee Terms of Reference		A	I	I		R		C	
1.8.	Approve Academy Committee Terms of Reference		A				R	C	C	
1.9.	Establish Academy sub-committees	Panels for complaints and pupil exclusions as and when required						I		
1.10.	Decision to intervene in school governance		A				R			
1.11.	Appoint Chair of Trust Board		A							
1.12.	Appoint (and remove) Chair(s) of Trust Committees including Academy Committees		A	R	R			R		
1.13.	Remove Vice Chair of Academy Committee	*Trustees in exceptional circumstances only	A*					A		
1.14.	Appoint Academy Committee members	Trust ('PKAT') Governors	A					R		
1.15.	Remove Academy Committee members	In exceptional circumstances	A					R		
1.16.	Appoint Vice Chair of Academy Committee	Trustees in exceptional circumstances	A					A		
1.17.	Appoint (and remove) Trustee Committee members		A							
1.18.	Appoint (and remove) Clerk to Trust Board		A				R			
1.19.	Appoint (and remove) Clerk to Academy Committee		A				R	C		
1.20.	Appoint Accounting Officer		A							
1.21.	Trust Policy Matrix		A				R		P	
1.22.	Trust Governance Calendar		A				R		C	
1.23.	Trustee / Governor Expenses Policy	Trust Policy	A							
1.24.	Appoint a Company Secretary	Not mandatory	A							
1.25.	Approve school's ethos and vision statement						A	C M		DI
1.26.	Trust website	Compliance			A		R		C	
<b>2.</b>	<b>Trust &amp; School Performance &amp; Planning</b>									
2.1.	Trust Strategic Plan		AM				R		P	
2.2.	Trust 1 Year Plan		AM				R		P	

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2.3.	Quality of education					M	M	M	M	DI
2.4.	School Improvement Plan						A	C M		DI
2.5.	Primary and Secondary Improvement Plans					M	A		DI	I
2.6.	School Self Evaluation					M	M	C		DI
2.7.	Curriculum					M			DM	I
2.8.	Teaching, learning and assessment strategies					M			DM	I
2.9.	Attendance strategies					M		M	DM	DI
2.10.	Behaviour strategies					M		M	DM	DI
2.11.	Pastoral support strategies					M		M	DM	
2.12.	Safeguarding arrangements					M		M	DM	DI
2.13.	Co-curricular opportunities					M		M	DM	DI
2.14.	Promote good stakeholder relations		I		IM		I	IM		DI
2.15.	Decision to intervene in school management	*AC may propose but is not required to	A				R	P*		
2.16.	Trust Inset Days	See 7.1							A	
2.17.	Trust Communications Strategy				A		P *		D	
2.18.	Trust Contingency and Business Continuity Planning				A M		I		D	
2.19.	School Contingency and Business Continuity Planning								A	DI
2.20.	Risk Register	As per published process (and training provided)	M	A M			I	M/ C	M	M
<b>3.</b>	<b>Staff Policies and Pay</b>									
3.1.	HR, Employment & Staff related policies	Trust Policies: See policy matrix			A		P	M	D	C
3.2.	Employee Terms & Condition changes		A		R		P		DC	C
3.3.	Employee T&Cs for new schools		A		R		P		D	C
3.4.	Teachers Annual Pay Award	Trust Policy	A		R		P		MC	DC
3.5.	Support Staff Annual Pay Award	Trust Policy	A		R		P		MC	DC
3.6.	CEO Performance Pay Award	Salary Review Committee	A							
3.7.	Trust Executive Performance Pay Awards	Salary Review Committee	A				R			
3.8.	Headteacher Performance Review & Pay	Chair of AC involved and consulted					A			
3.9.	Individual Performance Pay Awards	As per Trust Policy. CEO to oversee and Trust Board to receive annual overview report. PIC to receive individual appeals.	M		*		M			A

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3.10.	Gender Pay Gap Report				M		I		I	
4.	<b>Staff Management</b>									
4.1.	CEO appointment		A							
4.2.	Trust central team structure & complement	*Committees may approve if authority is specifically delegated by the Trust Board	A	R/A*	R/A*		P		C	
4.3.	Trust central team vacancies						A			
4.4.	School staff structure & complement	Within SIP					A		C	R
4.5.	Headteacher appointment	Trust /AC panel	A				R	C		
4.6.	Senior leadership vacancies						A	C		R
4.7.	Teaching and support staff vacancies	Vacancy Filler allows CFOO to ensure affordability and compliance								A
4.8.	Decision to intervene in school staff management <i>This does not apply in cases of potential reputational and / or financial compliance impact. In such cases, Headteachers must inform and seek approval, in advance of any action, from the CEO.</i>		A				R			
4.9.	Suspension of CEO		A							
4.10.	Return of CEO after suspension		A							
4.11.	Dismissal of CEO		A							
4.12.	Suspension of Headteacher	As per policy	A				R	C		
4.13.	Return of Headteacher after suspension	As per policy	A				R	C		
4.14.	Dismissal of Headteacher	As per policy	A		C		R	C		
4.15.	Suspension of school staff	As per policy					C			A
4.16.	Suspension of central staff	As per policy	C				A			
4.17.	Return of school staff after suspension	As per policy					C			A
4.18.	Return of central staff after suspension	As per policy	C				A			
4.19.	Dismissal of school staff	As per policy			M		M	M	C	A
4.20.	Dismissal of central staff	As per policy	M		M		A			
4.21.	Staff settlement agreements	As per policy		M			A			
4.22.	Code of Conduct for All Adults inc. Trustee and Governor Code of Conduct	Any specific modifications desired by ACs must be approved by Trustees	A				R	A*		
5.	<b>Financial Governance &amp; Management</b>									
5.1.	Trust Finance Manual	Trust Policy		A			P			
5.2.	Trust Financial Procedures	Trust Policy					A			
5.3.	Decision to intervene in school financial management		A				R			
5.4.	Appoint external auditors	Appointed by Members	R	R			P			
5.5.	Appoint Internal auditors			A			P			

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5.6.	Trust 3 year Budget Plan		A	R			P		C	
5.7.	Trust In-year Budget Changes	As per Finance Manual	A	R			P		C	
5.8.	Trust services to schools		A	R			P		D	
5.9.	Trust charges to schools		A	R			P		C	
5.10.	Trust Budget Reports			M			M			
5.11.	Trust Annual Report and Financial Statements		A	R						
5.12.	Trust Accounts Return to ESFA						A			
5.13.	School Resource Management Self Assessment Tool (SRMSAT) Return to ESFA	* Delegated to the CFO		A			R*			
5.14.	Budget Forecast Return three-year (BFR3Y) to ESFA	* Delegated to the CFO		A			R*			
5.15.	Response to Auditor's Management Ltr		A	R			P			
5.16.	School 3 year Budget Plan		A	R			P			C
5.17.	School In-year Budget Changes	As per Finance Manual		A			C			P
5.18.	School Budget Reports	Budget updates shared with ACs as part of HT Report					M			M
5.19.	Banking Arrangements		A	R			P			
5.20.	Land and Buildings Collection Tool (LBCT) submission	* Delegated to the CFOO			M					
5.21.	Asset Management Policy	Trust Policy	A		R		P		D	
5.22.	Asset Management Plan				M		A		D	
5.23.	Insurance Cover			A M					D	
5.24.	Internal Audit Report		A	R						
<b>6.</b>	<b>Financial Authorisation</b>									
6.1.	School Expenditure up to £50,000	As per Finance Manual					A			P
6.2.	PKAT Central Expenditure up to £50,000	As per Finance Manual					A		P	
6.3.	School Expenditure over £50,000	As per Finance Manual		A	A		R			R
6.4.	PKAT Central Expenditure over £50,000	As per Finance Manual Committee as applicable		A	A		R		P	
6.5.	Compensation payments up to £50,000	Over £50,000 - ESFA	A	C	C		R		C	P
<b>7.</b>	<b>School Policies &amp; Procedures</b>									
7.1.	School times, terms and holidays		A				R	C	C	D
7.2.	Change of School Age Range		A				R		C	P
7.3.	Adjustment of School PAN		A				R		C	P
7.4.	Extension of School provision		A				R		C	P
7.5.	Extended services on-site						A			R
7.6.	Child Welfare & Safeguarding Policy	Trust Policy	A				R		D	

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7.7.	School Statutory Policies	As per policy matrix								
7.8.	School non-Statutory Policies	As per policy matrix								
7.9.	Suspensions (issuing of)									A
7.10.	Permanent Exclusions and Suspensions requiring review	*See Pupil Disciplinary Committee ToR	A*					A*	A*	R
7.11.	Complaints Policy		A				R			
7.12.	Admissions Policy		A				R	C	C	P
7.13.	School prospectus						A*	C		R
7.14.	School website						A*	C	C	R
7.15.	School logo & branding						A*	C	MC	R
7.16.	School uniform						A	C		R

Agreed by the Trust Board at its meeting on 26 March 2024

*Claire Higgins*

Claire Higgins  
(Chair of the MAT Board)

Date of signature: 26 March 2024