



Peterborough Keys Academies Trust

SCHEME OF DELEGATION 2021-22 v1

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. MAT Members
2. MAT Board of Directors
3. MAT Finance and Audit Committee
4. MAT People and Infrastructure Committee
5. CEO
6. Local Governing Body
7. Leadership group of Headteachers
8. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT 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.

MAT & School policies

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are MAT or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key MAT or School policies.

#	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	CEO	LGB	Ldship Grp	Headteacher
1.	Governance								
1.1.	Approve MAT Vision and Values		A			R		D	
1.2.	Approve MAT Articles of Association	Members only	R						
1.3.	Approve MAT Board Terms of Reference		A			R		C	
1.4.	Approve MAT Scheme of Delegation		A			R		C	
1.5.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence	A			P		C	
1.6.	Establish MAT Committees		A	R	R	R		C	
1.7.	Approve MAT Committee Terms of Reference		A	I	I	R		C	
1.8.	Approve Local Governing Body (LGB) Terms of Reference		A			R	C	C	
1.9.	Establish LGB sub-committees						A		
1.10.	Decision to intervene in school governance		A			R			
1.11.	Appoint Chair of MAT Board		A						
1.12.	Appoint (and remove) Chair(s) of MAT Committees including LGBs		A	R	R		R		
1.13.	Remove Vice Chair of LGB	*Trustees in exceptional circumstances only	A*				A		
1.14.	Appoint LGB members	Trust ('MAT') Governors	A				R		
1.15.	Remove LGB members	In exceptional circumstances	A				R		
1.16.	Appoint Vice Chair of LGB	Trustees in exceptional circumstances	A				A		
1.17.	Appoint (and remove) MAT Committee members		A						
1.18.	Appoint (and remove) Clerk to MAT Board		A			R			
1.19.	Appoint (and remove) Clerk to LGB		A			R	C		
1.20.	Appoint Accounting Officer		A						
1.21.	MAT Policy Matrix		A			R		P	
1.22.	MAT Governance Calendar		A			R		C	
1.23.	Approve Directors Expenses Policy	MAT Policy	A						
1.24.	Appoint a Company Secretary	Not mandatory	A						
1.25.	Trust website	Compliance			A	R		C	
2.	MAT & School Performance & Planning								
2.1.	MAT Strategic Plan		AM			R		P	
2.2.	MAT 1 Year Plan		AM			R		P	
2.3.	School Performance Targets						AM		D
2.4.	School Performance Review		M				M	P	D
2.5.	School Strategic Plan						AM		D
2.6.	School 1 Year Plan						AM	R	P

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2.7.	Decision to intervene in school management	*LGB may propose but is not required to	A			R	P*		
2.8.	MAT Staff Development Plan	Within MAT 1 Year Plan	A		R	P		D	
2.9.	School Staff Development Plan	Within School 1 Year Plan						C	A
2.10.	MAT Inset Days	See 7.1						A	
2.11.	MAT Communications Strategy				A	P		D	
2.12.	MAT Contingency and Business Continuity Planning				AM	I		D	I
2.13.	School Contingency and Business Continuity Planning						A	M	D
2.14.	Risk Register	There is one Trust wide risk register and LGBs should monitor school level risks	M	AM		I	M	D	C
3.	Staff Policies and Pay								
3.1.	HR, Employment & Staff related policies	MAT Policies: See policy matrix			A	P	M	D	
3.2.	Employee Terms & Condition changes		A		R	P		C	
3.3.	Employee T&Cs for new schools		A		R	P		DC	
3.4.	Teachers Annual Pay Award	MAT Policy	A		R	P		C	
3.5.	Support Staff Annual Pay Award	MAT Policy	A		R	P		C	
3.6.	CEO Performance Review & Pay	Salary Review Committee	A						
3.7.	Trust Executive Performance Pay Awards	Salary Review Committee	A			R			
3.8.	Headteacher Performance Review & Pay	LGB sub-committee					A		
3.9.	Individual Performance Pay Awards	As per MAT and school policies					A		R
3.10.	Gender Pay Gap Report				M	I		I	
4.	Staff Management								
4.1.	CEO appointment		A						
4.2.	MAT staff structure & complement		A			R		P	
4.3.	MAT staff appointments		A			R		C	
4.4.	School staff structure & complement	Within School 1 Year Plan					A	C	R
4.5.	Headteacher appointment	MAT/LGB panel	A			C	R	C	
4.6.	Senior leadership appointments						AC	C	R
4.7.	Teaching and support staff appointments	Delegated via Vacancy Filler to the CFO and COO				A*			P
4.8.	Decision to intervene in school staff management		A			R			

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	<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>								
4.9.	Suspension of CEO		A						
4.10.	Return of CEO after suspension		A						
4.11.	Dismissal of CEO		A		C				
4.12.	Suspension of Headteacher	As per policy	A				A		
4.13.	Return of Headteacher after suspension	As per policy	A				C		
4.14.	Dismissal of Headteacher		A		C		C		
4.15.	Suspension of teaching and support staff					M			A
4.16.	Return of teaching and support staff after suspension						C		A
4.17.	Redundancy of school staff		A	C	C	R	P	C	D
4.18.	Restructuring of school staff		A	C	C	R	P	C	D
4.19.	Code of Conduct for All Adults inc. Trustee and Governor Code of Conduct	Any specific modifications desired by LGBs must be approved by Trustees	A				A		
5.	Financial Governance & Management								
5.1.	MAT Finance Manual	MAT Policy		A		P			
5.2.	MAT Financial Procedures	MAT Policy				A			
5.3.	Decision to intervene in school financial management		A			R			
5.4.	Appoint external auditors	Appointed by Members	R			P			
5.5.	Appoint Internal auditors			A		P			
5.6.	MAT 3 year Budget Plan		A	R		P		C	
5.7.	MAT In-year Budget Changes		A	R		P		C	
5.8.	MAT services to schools		A	R		P		D	
5.9.	MAT Charges to schools		A	R		P		C	
5.10.	MAT Budget Reports		M	M		M			
5.11.	MAT Annual Report and Financial Statements		A	R					
5.12.	MAT Accounts Return to ESFA					A			
5.13.	Response to Auditor's Management Ltr		A	R		P			
5.14.	Annual treatment of budget forecast return outturn			A		R			
5.15.	School 3 year Budget Plan		A	R			R		
5.16.	School In-year Budget Changes			M			A		P
5.17.	School Budget Reports					M	M		M
5.18.	Banking Arrangements		A	R		P			
5.19.	Asset Management Policy	MAT Policy	A		R	P		D	
5.20.	Asset Management Plan				M	A		D	

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5.21.	Insurance Cover (exc. Staff absence insurance)			AM				D	
5.22.	Internal Scrutiny Report		A	R					
6.	Financial Authorisation								
6.1.	School Expenditure up to £20,000	As per Finance Manual							A
6.2.	PKAT Central Expenditure up to £20,000	As per Finance Manual				A		P	
6.3.	School Expenditure over £20,000	As per Finance Manual					A		R
6.4.	PKAT Central Expenditure over £20,000	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
7.	School Policies & Procedures								
7.1.	School times, terms and holidays	See 2.14	A			R	C	P	
7.2.	Change of School Age Range		A				R	C	P
7.3.	Expansion 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	MAT Policy	A			R		P	
7.7.	School Statutory Policies	As per policy matrix	A		A		A	C	P
7.8.	School non-Statutory Policies	As per policy matrix	A		A		A	C	P
7.9.	Short-term Exclusion								A
7.10.	Permanent Exclusions						A		R
7.11.	Appeals against Permanent Exclusion	Independent Panel	I						
7.12.	Complaints Policy	MAT Policy	A			R			
7.13.	Complaints Appeals	Independent Panel	I						
7.14.	Admissions Policy	School Policy					A	C	P
7.15.	Admissions allocation of places	As per Admissions policy				I			
7.16.	Admissions Appeals	Independent Panel	I						
7.17.	School prospectus						A		R
7.18.	School website						M	C	R
7.19.	School logo & branding						A		R
7.20.	School uniform						A		R

Agreed by the Trust Board at its meeting on 13 July 2021

Signed:

A handwritten signature in blue ink that reads "claire higgins".

Claire Higgins (Chair of Trustees)
20 July 2021