

Scheme of Delegation

2026/2030

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Introduction

Kings Academy Trust (KAT) is the legal entity responsible for the governance of all educational establishments within the Trust. KAT shall have regard to any guidance as to the governance of academies that the Secretary of State may publish to the extent permitted by the governing documents and by law.

The charitable object of the Trust is to advance for the public benefit education in the United Kingdom, by establishing, maintaining, managing and developing schools which provide high quality education to students from all backgrounds by offering a broad curriculum and fostering collaboration across the Trust family of schools, other schools and the wider community.

Our **vision** is "to work with those who need us the most".

The Trust's **values** are: -

- To be inclusive
- For children to feel safe
- To work with integrity and a strong moral compass
- To have the highest standards and expectations
- To provide nurturing/caring environments

In order to achieve the Trust's values, a **strategic direction** has been agreed which is: -

- To create a blended trust that includes SEND schools, mainstream primaries and PRUs.
- To create hubs that support likeminded schools and can drive school improvement.

The Role of the Members

The Members of the Trust are comparable to the shareholders of a company (except they do not receive dividends). The Articles of Association describe how Members are recruited and replaced, and how many of the Trustees the Members can appoint to the Trust Board. The Members appoint Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Members are also responsible for approving any amendments made to the Trust's Articles of Association. In order to retain a degree of separation of powers between the Members and the Trust Board, and in line with DfE expectations, Members should not be Trustees. Members are not permitted to be employees of Kings Academy Trust.

The Board of Trustees

The Trust Board is responsible for the effective operation of the Trust and each academy. It provides ongoing challenge and support to the executive team and to Local Governing Bodies (LGBs).

The Trust Board meets on a termly basis plus any extraordinary meetings. There are three standing committees: Finance and Resources, Audit and Risk, and Quality of Education - Pupil Outcomes.

The Board fulfils its statutory duties in line with the approved Terms of Reference, although a number of responsibilities are delegated to committees (including LGBs) and the CEO. Further delegation from the CEO to headteachers, executive headteachers and the wider Trust executive takes place in accordance with this Scheme of Delegation.

The operation of the Board is set out in the Trust's Articles of Association, which have been adopted by the members in October 2020.

The key responsibilities of the Board are: -

- To establish and oversee the strategic direction of each academy and challenge and monitor its performance.
- To ensure the quality of the educational provision at each academy.
- To be a responsible employer.
- To ensure compliance with all the relevant legislation, including (but not limited to) that relating to the health and safety of its employees, students and visitors.
- To ensure all finances are effectively managed.
- To challenge and monitor the financial governance and strategy of the Trust including through the delegation of certain functions to the Audit and Risk Committee.
- To ensure regular effective communication with Local Governing Bodies via the Chairs Group.
- To approve the admissions policies of individual academies or free schools.
- To consider proposals for growth of the Trust or change of strategic direction.

Standing Committees of the Trust Board

Finance and Resources Committee

The Committee meets six times per year and the three key areas overseen by the Committee are: -

- Financial operations of the Trust.

- Facilities & Estates including Health & Safety.
- Human Resources.

Further details can be found in the Committee's Terms of Reference.

Audit and Risk Committee

The committee meets three times per year.

The Audit and Risk Committee is responsible for overseeing and approving the Trust's programme of internal scrutiny and ensuring that risks are being addressed appropriately.

The Committee reports to the Board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks.

The Committee is also responsible for having oversight of the external audit and findings, and advising the Board such that there is an appropriate, reasonable and timely response by the Trust's management team to findings by external auditors.

Further details can be found in the Committee's Terms of Reference.

Quality of Education Committee – pupil outcomes.

The Committee meets three times per year.

The Committee 's purpose is to have scrutiny and oversight of the quality of teaching, the curriculum and student personal development and behaviour. It receives reports from the CEO, Directors and EHT's and other senior staff as required on staffing, outcomes, curriculum development and student wellbeing.

The Committee assists the Board in evidencing and challenging the impact that KAT as a multi academy trust has on the quality of teaching and outcomes for its students.

Further details can be found in the Committee's Terms of Reference.

Chief Executive Officer

The CEO is appointed by the Trust Board to fulfil the following delegated objectives (which the CEO may further delegate as appropriate).

- Safety, health and compliance
- Setting and communicating strategy for the chain
- Ensuring the Trust Board is appropriately informed to execute its duties
- Ensuring that the guiding principles, culture and charitable objectives of the Trust are faithfully upheld, revisited and reinforced in the best interests of its students.

Key responsibilities:

Effective management of budgets

The CEO, as Accounting Officer (AO) will be accountable for budgetary planning and delivery and will ensure effective use of resources to achieve value for money through centralisation and sharing where appropriate across the Trust, within sub-groups of academies and at individual academy level. The CEO will be assisted by the CFO, Executive Headteachers and Academy Headteachers in this regard. The CEO and CFO will contribute regularly to the Finance and Resources Committee as well as to the Main Trust Board.

Performance and Standards

The CEO will be accountable to the Board for:

- Providing effective performance management of the Trust Executive Team and Headteachers.
- Standards in individual Trust academies.
- Ensuring robust quality assurance processes are in place at each academy and that LGBs carry out their duties effectively.
- Defining expectations and operating rigorous data-based progress assessment.
- Ensuring tactical capacity for support is in place either using shared or central resources.
- Ensuring robust management reporting is in place at each Academy.
- Preparing and presenting reports to the Trust Board.

People

The CEO appoints senior staff on behalf of the Trust Board and has the right of veto to any appointment. The CEO is accountable to the Board for:

- Ensuring appropriate numbers, qualification and skills of staff members in each academy.
- Ensuring appropriate professional development and talent management is in place.
- Ensuring that pay is appropriately linked to performance.
- Intervening at individual academy level where necessary.
- Appointments processes and procedures, including safeguarding.
- Managing Headteachers and the Trust Executive Team.

Executive Headteachers are responsible to the CEO for coaching, supporting and developing the leadership and management of their Heads/Headteachers as agreed

with the CEO and for all aspects of performance. Executive Heads will ensure their academies meet individual institution development plan targets and contribute effectively to achieving Trust priorities set by the Board. If required they will assume the role of Academy Headteacher on an interim basis in any Trust academy where a leadership vacancy occurs.

Local Governing Bodies

The Local Governing Bodies (LGB) are committees of the Trust Board; and they are focused on the quality of safeguarding and educational provision/outcomes, tailored to the local context. LGBs have a crucial role to play in developing the local character of the member academies and to act as their ambassadors. LGBs are focused on the improvement of student outcomes and the quality of provision in the best interests of all the students.

The objectives of LGBs are to be accountable to the Trust Board for:

- **Ensuring that guiding principles, policies, culture and charitable objectives of the Trust are faithfully upheld, revisited and reinforced in the best interests of the Academy's students.**
- **Ensuring with the Headteacher that pupil outcomes are optimised and standards are maintained.**
- **Ensuring local processes are in place and are adequate for safeguarding, safety, health and compliance.**
- **Ensuring the Board is updated as appropriate through agreed mechanisms.**
- **Ensuring with the Headteacher that the highest standards of student behaviour are achieved and sustained.**
- **Promoting the culture and ethos of Kings Academy Trust at all times.**

For a comprehensive description of the operation and authority of the LGBs please see the LGB Terms of Reference.

Responsibilities of Headteachers

Headteachers are responsible to the Chief Executive Officer for: -

- **The leadership and management of their academy or academies.**
- **Advising the Local Governing Body on direction, forward planning and quality assurance.**
- **Implementing their curriculum, ensuring it meets the needs of all learners.**
- **Ensuring high standards of teaching to ensure that proper standards of professional performance are established and maintained**
- **Managing the delegated budget and resources.**

- **Implementation of the agreed policies and procedures laid down by the Chief Executive Officer, Trust Board and Local Governing Body (including the implementation of all statutory regulations).**
- **The maintenance of good order and discipline by the students within the framework laid down.**
- **Ensuring there is a culture of vigilance where safeguarding is paramount.**
- **The performance management of the academy's employees.**
- **The appointment of school-based staff after having sought approval from the Chief Executive Officer for the post's advertisement.**
- **All such additional functions as may be assigned under the job description or contract of employment**

Hubs

To achieve economies of scale and value for money, LGB hubs will be created for our schools. They can share Governong bodies, School Business Managers, school improvement, resources and staff.

As we are a blended Trust, that consists of mainstream Primary, SEND and Alternative Provisions, there will be a number of Hubs set up across our several schools.
The aim is to reduce the number of LGBs required and to share best practice between a stronger performing school and a less secure school.
Each one will have a School Business Manager who will oversee and support the Office Managers/Senior Administrators.
There will be one Local Governing Body for each Hub that will oversee the schools in their Hub. This is especially important as strong governing bodies are hard to find and we want to create consistency and seamless provision between LGB's and the Trust Board.

1. Responsible for **Oakwood and Arbour Academies.**
2. Responsible for **Kassia Academy (Green Lane School** will merge with this LGB once they come into the Trust.
3. Responsible for our two mainstream Primary schools **Moss Valley Primary and The Deans Primary.**
4. **Acer Academy as a brand new free school will have a stand alone LGB while it establishes itself. We want their LGB just to focus on one school while it sets up.**

As new schools come into our Trust we will see which Hub they could sit in and ensure that the work of the Hub is synchronised.

If a school has a strong Governing Body and they sit outside of our locality a school may choose to keep its own LGB if it so wishes. The Trust Board just needs to see that it is being effective.

HR Levels of Authority

ALL appointments to be advertised across KAT's academies must be agreed with the Chief Executive Officer.

HR Levels of Authority – APPOINTMENTS	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The CEO may nominate a representative if they are unavailable to make up a panel. **The following grid details the responsible bodies for each appointment.**	
Chief Executive Officer (CEO)	Trustees
Chief Financial Officer (CFO)	Trustees, CEO.
Chief Operating Officer (COO)	Trustees, CEO.
Executive Headteachers	CEO, two members of Trust Board (Chair of Trustees and Chair of Finance and Resources committee if available), plus member of Trust Executive and/or LGB member.
Headteachers/HoS	Executive Headteacher, member of Trust Board (Chair if available) plus member of Trust Executive and/or LGB member.
Deputy Headteachers and Assistant Headteachers	Headteacher, Executive Headteacher (where relevant), member of Trust Executive where practicable.
Other senior Trust posts	CEO plus at least one other as determined by CEO.
All other teaching posts	Headteacher, plus at least one other senior teacher (e.g. SLT member or Head of Department) as determined by the Headteacher.
Senior support staff posts (school-based)	Headteacher, representative from Trust's Executive, plus at least one other school representative.
All other school-based support staff posts	Headteacher, school business manager plus any others as determined by the Headteacher.

DISCIPLINARY CASES AND DISMISSALS		
The scope of this section covers the following processes: -		
• Disciplinary • Capability (professional competence) • Ill Health Capability • Redundancy • Other substantial situations		
For all disciplinary cases and dismissals the following delegation model shall apply: -		
Posts	**Delegated Authority**	**Appeal**
Chief Executive Officer	Chair of Trustees	3 Trust Board members
CFO, COO, Executive Headteachers	CEO	Chair of Trustees
Headteachers	CEO	Trustee & LGB
Deputy/Assistant Headteachers	Headteacher	CEO
All other school-based posts	Headteacher	CEO or nominated deputy
All other central posts	Line manager	CEO or nominated deputy
GRIEVANCE		
Posts	**Delegated Authority**	**Appeal**
Chief Executive Offcier	Trustee	Chair of Trustees
CFO, COO, Executive Headteachers	CEO	Chair of Trustees
Headteachers	CEO	Trustee
Deputy/Assistant Headteachers	Headteacher	CEO
All other school-based posts	Headteacher	CEO or nominated deputy
All other central posts	Line manager	CEO or nominated deputy
SEVERANCE AND COMPENSATION PAYMENTS		
Value	**Delegated Authority**	
£0.00 to £10,000.00	CEO to agree terms; Chair of Finance and Resources Committee to approve.	
£10,000.01 to £50,000.00	CEO to agree terms; Chair of Trustees to approve.	
In excess of £50,000.00	Severance and compensation payments in excess of £50,000 should only be agreed in exceptional circumstances. Prior approval from ESFA must be obtained. CET to agree terms; approval from full Board of Trustees required.	

Signatories for Appointment Letters	
Post	**Delegated Authority**
Chief Executive	Chair of Trustees
Executive Headteachers, Headteachers, members of Trust Executive Team	CEO
Other central posts	CEO or nominated deputy
Other school-based posts	Headteacher or nominated deputy

Scheme of Financial Delegation

1. Powers and Duties Reserved for the Trust Board

General

1.1 Approval of a written scheme of delegation of its financial powers and duties to its Finance and Resources Committee, Audit and Risk Committee, Chief Executive Officer (CEO), Chief Financial Officer (CFO), and other staff. The scheme must satisfy the Trustees' ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the Trust. The Scheme of Financial Delegation should be operated in conjunction with the Financial Regulations of the Trust and the duties conferred upon it by the latest version of the Academy Trust Handbook.

Budgets/Budgetary Control

1.2 Formally approving the annual Trust budget.

1.3 Considering budgetary reports from the Finance and Resources Committee at meetings, with relevant explanations and documentation where required.

1.4 Authorisation of all virements in excess of £250,000 between budget headings. Details of all virements approved are to be formally notified to the Trust Board.

Purchasing

1.5 Maintenance of a Register of Business Interests for all Members, Trustees, Governors, Senior School Leaders and Trust staff with financial responsibilities.

1.6 Authorisation of the award of tenders above £100,000. For tenders above the Public Contract Regulations (PCR) thresholds, a PCR-compliant process must be followed. The current thresholds (from February 2025) are: -

- £214,904 (inclusive of VAT) for goods and services.
- £5,372,609 (inclusive of VAT) for works' contracts.

For tenders exceeding £40,000, Trustees will give consideration to whether legal advice regarding the tender process should be sought.

Income

1.7 Authorisation of the write off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

Write-offs and Disposal of Assets

1.8 Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £20,000. Where the purchase value is in excess of £45,000 for one write-off or a total value of £250,000 is exceeded in a one-year period, prior approval from the ESFA must be obtained.

Accounts and Audit

1.9 Approval of the audited financial statements.

1.10 Informing the ESFA if it suspects any irregularity affecting resources.

2. Powers and Duties Reserved for the Finance and Resources Committee

General

2.1 Exercising the powers and duties of the Trust Board in respect of the financial administration of the Trust, except for those items specifically reserved for the Trust Board of Trustees and those delegated to the Chief Executive Officer, the Chief Financial Officer and other staff.

2.2 Reporting on decisions taken under delegated powers to the next meeting of the Trust Board.

Budgets/Budgetary Control

2.3 Reviewing the annual Trust budget and recommending its acceptance, or otherwise to the Trust Board.

2.4 Considering budgetary control reports on the Trust's financial position and reporting to the Trust Board.

2.5 Reporting to the Board of Directors all significant financial matters and any actual or potential overspending.

3. Powers and Duties Reserved for the Audit and Risk Committee

Accounts and Audit

3.1 Recommendation for the members' appointment of external auditors.

3.2 Reviewing the draft statutory financial statements and external audit reports and highlighting any significant issues to the Trust Board.

3.3 Receiving the reports of external auditor on the use of resources, systems of internal financial control, and discharge of financial responsibilities and highlighting any significant issues to the Trust Board.

3.4 Receiving internal audit reports and monitoring implementation of outcomes/actions

3.5 Recommending the appointment of internal auditors and reviewing proposed programme of work and reports from internal auditors

3.6 Oversight of external and internal audit tendering at no less than 5 yearly intervals

4. Powers and Duties Reserved for the Chief Executive Officer

The Chief Executive Officer has delegated powers and functions in respect of internal organisation, management and control of the Trust, the implementation of all policies approved by the Trust Board and for the direction of teaching and the curriculum.

The Chief Executive Officer shall be responsible for:

Budgets/Budgetary Control

4.1 Reviewing income and expenditure reports and highlighting actual or potential overspending to the Trust Board.

Financial Management

4.2 Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Academy Trust Handbook.

Purchasing

4.3 Ensuring that all contracts and agreements conform to the Academy Trust Handbook.

Payroll and Personnel

4.4 Approval/veto of proposals and authorisation of changes to the Trust's establishment.

Security of Assets

4.5 Ensuring that there are annual independent checks of assets and the asset register.

4.6 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.

Accounts and Audit

4.7 The operation of financial processes within the Trust ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

4.8 Ensuring ongoing in-year QA processes are in place via independent scrutiny and internal checks.

5. Powers and Duties Reserved for the Chief Financial Officer

The Chief Financial Officer shall be responsible for the strategic financial planning in conjunction with the CEO, and Heads of Schools as appropriate in each case:

Budgets/Budgetary Control

5.1 Preparing an annual draft budget plan for approval by the Trust Board.

5.2 Monthly monitoring of expenditure and income against the approved budget and submitting reports on the Trusts financial position to every meeting of the Trust Board and Finance, Audit and Risk Committee. Any actual or potential overspending shall be reported to the CEO and Trust Board.

5.3 Approving virements between budget headings between £0- and £75,000 and reporting such approval to the CEO.

Purchasing

5.5 Ensuring that all purchase documents are duly certified by authorised staff before payments.

5.6 Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Payroll and Personnel

5.7 Authorising the monthly payroll.

Banking Arrangements

5.8 Maintaining proper records of account and reviewing monthly bank reconciliations.

Accounts and Audit

5.9 The operation of financial processes within the Trust, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

5.10 Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.

5.11 Ensuring that all records and documents are available for audit by the appointed external auditors.

5.12 Ensuring that working capital is managed effectively, with adequate cash balances maintained and supplier payments made within terms.

6. Powers and Duties Reserved for the Chief Operating Officer

The Chief Operating Officer shall be responsible for strategic operational planning in conjunction with the CEO, and Heads of Schools as appropriate in each case:

Purchasing

6.1 Maintaining a register of formal contracts entered into by CFO and CEO, amounts paid and certificates of completion and indemnities entered into (note- this includes data sharing agreements).

Security of Assets

6.2 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant over £2,000, and for items of any value that are portable and desirable.

6.3 Maintaining a register of formal contracts.

6.4 Ensuring that arrangements for insurance cover are in place and adequate.

6.5 Notifying the CEO who may then notify the Finance and Resources Committee on any eventuality that could affect the Trust's insurance arrangements

7. Powers and Duties Reserved for other staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with the ESFA's Academy Trust Handbook

Purchasing

Each cost centre has a delegated budget holders who is responsible for authorising requisitions provided they are within the scope and remaining balance of their delegated budget.

The central finance team is responsible for: -

- Ensuring that all correct invoices are duly certified by authorised members of staff before payments are made and that invoices, vouchers and other records are retained electronically and are readily available for inspection by authorised persons.
- The retention of quotes obtained for goods, works and services.

- Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Income

The Finance Assistant is responsible for ensuring that all non-BACS income is accurately accounted for and is promptly collected and banked intact.