

Scheme of Delegation

Key re delegation:

A - Accountable (ultimately accountable and will give approval)

R - Responsible (responsible for certain tasks)

C - Consulted (a requirement for formal consultation prior to decision)

I - Informed (made aware, as part of stakeholder engagement)

Key terms used:

- Heads of provision - Head of College, Head of School, Head of Nursery
- Provision - Langdon College, Kisharon Noé School, Tuffkid
- Local Trustee Boards (LTB) – governing/trustee body of each Provision, or other lay leadership as defined
- Partnership – the collection of Provisions working together within KL Group
- Education Committee - subcommittee of the KL Board including CEO, Kisharon Chair, Tuffkid Chair, Langdon Chair(s), plus others as co-opted per the ToR
- KL Board Committees - including Finance and Risk, Standards and Auditing Committees of the KL Board

1. STRATEGY AND LEADERSHIP

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
1.1	Setting, reviewing and updating the KL Group's education vision and strategic plans, agreeing key priorities against which progress can be monitored	A		R	C	C
1.2	Setting and reviewing each Provision's vision and strategic plans (aligning with those of the KL Group), agreeing key priorities against which progress can be measured			A	A	R

2. EDUCATION

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
2.1	Educational performance of provisions	I		A	A	R
2.2	Educational performance of the KL Group	A		R		
2.3	Approval of Development Plans and SEFs	I		R	A	R
2.4	Development of curriculum and assessment, with reference to statutory requirements	I		A	C	R
2.5	Determining and changing provision hours and term dates			C	A	R

3. SAFEGUARDING AND SEND

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
3.1	To develop, implement and review Safeguarding Policies and arrangements	A	C	R	R	R
3.2	Compliance with SEND Code of Practice (Children's & Families Act)	A	C	R	R	R
3.3	Designation of DSL roles			I	I	A
3.4	Management of safeguarding referrals to external agencies			I		A
3.5	Management of allegations involving staff, volunteers or contractors			I	I	A
3.6	Safeguarding assurance, consistency and compliance	I		A	I	R

4. PARENTS, COMMUNITY & STAKEHOLDER RELATIONSHIPS

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
4.1	Responsibility for the Provision's Admissions Policy	C		A	A	R
4.2	Maintaining effective engagement and communications with parents, the wider community and local partnerships			R	A	R
4.3	Manage relations with Local Authority: - Provisions operations - Strategic relations			R R	R I	A C
4.4	Manage relations with RSCs, ESFA & DfE	A		R		
4.5	Manage relations with media			A	A	A / I
4.6	Provisions identity and branding - Set Educational Partnership vision and mission - Set individual provisions vision and mission - Develop and set individual provisions branding	R A	A R	C C C	C R I	I I I

5. ESTATES & ASSET MANAGEMENT

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
5.1	Premises Management & Capital Investment: - Development of and adherence to Provision Estates Development Plans - Development and Implementation of Trust's Capital Strategy	I A	C C	A R	C I	R C
5.2	Compliance with all aspects of H&S Policy and Regulation	A	R	R	R	R
5.3	Provision of adequate insurances			A		R
5.4	Responsibility for premises security			A		R

6. GOVERNANCE

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
6.1	Amending Education Committee Terms of Reference	A/R				
6.2	Changes to other Education Committee constitutional documents	A		R		
6.3	Changes to Master Funding Agreement, where relevant	A	C	R		
6.4	Appointment of LTB members	A		C	R	C
6.5	Appointment of Chairs & Vice-Chairs of LTBs	A			R	
6.6	Approval of Partnership-wide policies (Appendix 1)	A	C	R	I	C
6.7	Approval of Provision policies (Appendix 2)			C	A	R
6.8	Approval of Provision policies (Appendix 3)			C		A
6.9	Ensuring that statutory documents/information are published on each Provision's website			I	A	R
6.10	Making a Significant Change (Appendix 3)	A		R	C	C
6.11	Academy conversions and sponsorship / joining the Partnership	A		R		
6.12	Compliance with Partnership's Handbook	A		R	R	R
6.13	Approval of Financial Regulations, which conform with Academy Trust Handbook, where relevant	A		R		C

7. FINANCE, AUDIT & RISK

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
7.1	Safeguard public funds and comply with all requirements of the individual Partnership's Financial Regulations	A	R	R	R	R
7.2	Agree the annual budget and subsequent two year financial Forecasts: - Partnership wide budget proposals - Provisions budget recommendations	A	C	R R	A	R
7.3	Management of the Partnership's financial position	A	C	R		
7.4	Day to day management of the Provisions financial positions			C	A	R
7.5	Agree changes to financial plans where costs contained within the approved in-year financial position: - Additional income – including any associated spend requirements - Premises - Other spend - Changes to staffing structure: - Within approved total staffing budget - Outside of approved total staffing			I C I C C	I C I I C	A R A A R
7.6	Agree changes to financial plans adversely impacting on the approved in-year financial position			R	A	R
7.7	Appointment of external auditors	A	C	R		
7.8	Appointment of internal auditors and agree annual plan	A	C	R		

7.9	Risk Management	A	C	R	R	
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8. PEOPLE & PERFORMANCE

Ref	Delegation	Education Committee	KL Board or appropriate sub-committees	CEO or Director of Edu	Local Trustee Boards	Heads of Provision
8.1	Recruitment and appointment of Director of Education	C		A [CEO]		
8.2	Recruitment and appointment of Heads of Provision			A	A	
8.3a	Recruitment and appointment of Clerk to EC trustees	A		C		
8.3b	Recruitment and appointment of Clerk to LTB trustees			C	A	
8.4	Recruitment and appointment of Head of Finance for the Partnership	C		A		C
8.5	Recruitment and appointment of Head of Operations for the Partnership	C		A		C
8.6	Recruitment and appointment of other employees of Partnership Executive Team e.g. Head of Finance / HR			A/R		C
8.7	Recruitment and appointment of other employees of Provision's Leadership Team e.g. Deputy / Assistant Headteacher/Principals, Curriculum Lead			A	C	A
8.8	Determine annual pay awards (ie. inflation, considering nationally negotiated settlements)			A	A	R
8.9	Performance Management & Appraisal of Director of Education	A		A [CEO]		

8.10	Performance Management & Appraisal of other Executive Team members	C		A		
8.11	Performance Management & Appraisal of Heads of Provision			A	A	
8.12	Performance Management & Appraisal of - Other Partnership Education Personnel - Auxiliary Staff Personnel			A A		C C
8.13	Performance Management & Appraisal of each Provision's Leadership Team			C	I	A
8.14	Employee severance arrangements: - Negotiations - Entering Agreements			A A	C C	R R

Appendix 1 - Approval of Partnership-Wide Policies

<u>Policy</u>	<u>Approving Board</u>
Reserves Policy, taking into account regulatory requirements for each Provision	Trust Board
Pay Policy	Trust Board
Risk Management Policy	Trust Board
IT Acceptable Use & Password Policy	Finance & Risk Committee
E Safety Policy	Finance & Risk Committee
Data Security & Breach Management Policy	Finance & Risk Committee
Data Storage, Retention & Disposal Policy	Finance & Risk Committee
Debt Policy	Finance & Risk Committee
Fraud Response Plan	Finance & Risk Committee
Investments Policy	Finance & Risk Committee
Anti-fraud & Anti-bribery Policy	Finance & Risk Committee
Flexible Working Policy (Support Centre) Finance and Resources Committee	Finance & Risks Committee

Leave of Absence Policy	Finance & Risk Committee
Managing Change Policy	Finance & Risk Committee
Managing Sickness Absence Policy	Finance & Risk Committee
Probation Policy	Finance & Risk Committee
Pension Discretion Policy	Finance & Risk Committee
Wellbeing Policy & Wellbeing Charter	Finance & Risk Committee
CCTV Policy	Finance & Risk Committee
Barring Policy (template)	Executive Team
Business Continuity Plan (template)	Executive Team
Fire Evac Procedure & Plan (template)	Executive Team
Building Security Procedure (template)	Executive Team

Appendix 2 - Provision Authored Statutory Policies **(Requires LTB Approval)**

- Admissions Arrangements & selection process
- Behaviour Policy (incl. Anti-Bullying strategy)
- Business Continuity Plan (Adapting Partnership template)
- Learners with health needs who cannot attend school
- Child Protection / Vulnerable adult protection / Safeguarding Policy & Procedures
- Covid Catch-up Allocation and spend
- Equality Objectives & how meeting PSED
- Pupil Premium Allocation and Spend Analysis
- Special Educational Needs & Disabilities
- Sports Premium Allocation and Spend Analysis
- Supporting Pupils with Medical Conditions
- Yr 7 Catch-Up Allocation and Spend Analysis (where appropriate)
- Accessibility Plan
- Anti Bullying Strategy
- Barring Policy (Adapting Partnership template)
- Building Security Procedure (Adapting Partnership template)
- Careers Guidance: details of your careers programme
- Charging and Remissions
- Early Years Foundation Stage (EYFS)
- First Aid Policy (Adapting Partnership template)
- Fire Evac Procedure & Plan (Adapting Partnership template)
- Provider Access Statement (pupils in year 8 to 13)
- Relationship & Sex Education

Appendix 3 - Significant change

Any provisions proposing to make a significant change MUST submit a proposal for change and follow the required process, in advance of the change being made.

Changes categorised as a 'significant change'

- Expansion of physical capacity (premises enlargement)
- Expansion onto an additional or satellite site
- Changes to the Published Admissions Number
- Change in type of SEN provision
- Changes affecting SEN units or resourced provision (including adding a resourced provision)
- Change of lower or upper age limit (including adding a nursery)
- Amalgamating or de-amalgamating with another provision
- Changing faith designation
- Transfer to or acquiring another site
- Change of gender composition