SCHEME OF DELEGATION

Key points and summary

This document outlines:

- The requirements of the Articles of Association regarding delegation
- The principles of decision making within Kingsway Community Trust
- The scheme of delegation within Kingsway Community Trust
- The respective roles of the Members, Trustees, Sub Committees and the Executive Headteacher

Approved by: Trust Board

Approved on: 20 October 2026

Introduction and statement of intent

It is the Kingsway Community Trust's stated intention and preference that:

- The Board and Local Governing Committees will work collaboratively and in partnership at all times.

- The Board will make decisions, following consultation with Local Governing Committees. Local Governing Committees will make decisions in line with their delegated powers.

- Local Governing Committees and Heads of Schools of schools in the Trust should be as autonomous as stated in their delegation.

- The Board will put in place effective arrangements for monitoring and evaluating the performance of Local Governing Committees and schools.

- The Board will take action, including the full or partial withdrawal of delegated authorities, to individuals, groups and sub committees, in the following instances:-

    - Should the individual, group, or sub committee, fail to carry out their duties and responsibilities effectively

    - In times when circumstances dictate, the implementation of the Disaster Management Policy and the Critical Incident committee is convened.

- The governance arrangements of good schools joining the Trust will be based on an earned autonomy model.

- The Board will consult Local Governing Committees on proposals for the composition, membership, structure, and terms of reference for Local Governing Committees and on arrangements for the recruitment and appointment of governors.

- The Board will consult Local Governing Committees before putting in place any arrangements which directly affect Local Governing Committees and individual schools and before taking any decisions on policy or procedural matters.

- Local Governing Committees will report regularly and frequently to the Board and will make available all relevant data and information on performance.

Appendices

Appendix 1: Decision matrix

Appendix 2: KWCT Structure & roles

Appendix 1 - Decision Matrix

Key	
Level 1	Members
Level 2	Board of Trustees of MAT (CI Com is a reflection of this, convened as needed)
Level 2a	Chair of Trustees
Level 3	Vice Chair
Level 4	Committees with delegation from Trust Board (CwD) • Pay and Personnel committee (PPC) • Local Governing Committee (LGC) • Finance, Risk & Audit Committee (FRAC) • √ includes disciplinary, appeals, complaints, recruitment committees convened as needed
Level 5	Executive Headteacher (EHT)
Level 6	Head of School (HOS)
R	Ratified

	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	Governance Framework								
	People								
	Members: Appoint/Remove	√							
	Trustees: Appoint/Remove	√	√						
	Role descriptions for members	√							
	Role descriptions for trustees/chair/ specific roles/committee members: agree		√						√
	Parent trustee/committee member: elected		√						√
	Elect Board Chair and Vice Chair		√						
	Sub Committee chairs (not including LGC): appoint and remove					FRAC/PPC			√
	LGC chairs: appoint		R			LGC			√
	LGC chairs: remove			√					
	Trust Clerk: appoint and remove		√						√
	Governance & Compliance Manager – appoint and remove		√						
	Systems and structures								
	Articles of association: agree and review	√							
	Change the Company Name	√							
	Change the Company status	√							
	Winding up the Company	√							
	Governance structure (committees) for the trust: establish and review annually		√						√
	Terms of reference for Trust sub committees: Draw up					FRAC/PPC /LGC			√
	Terms of reference for Trust sub committees (including audit if required, and scheme for school committees): agree annually		√						√
	Chairs Actions - The Chair of Trustees has delegated power to make decisions on any matter where delay is likely to be seriously			√					

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	detrimental to: the school, a pupil or prospective pupil at the school, a pupil's carer(s) and/or family, a person who works at the school, public welfare, the prevention or detection of crime, the capture or prosecution of offenders								
	Skills audit: complete and recruit to fill gaps		√			LGC			
	Annual self-review of trust board and committee performance: complete annually		√						√
	Annual self-review of LGC performance: complete annually					LGC			
	Chair's performance: carry out 360 review periodically		√	√					
	Trustee / committee member contribution: review annually		√						√
	Succession planning for school leadership team		√						√
	Annual schedule of business for trust board: agree		√						√
	Annual schedule of business for LGC: agree					LGC			√
	To establish a pay policy and pay reviews (in line with the Trust's pay policy and all statutory regulations)		R			PPC			R
	To ensure implementation of pay reviews		R			PPC			R
	To review annually the pay policy		R			PPC			R
	To set an admissions policy in accordance with statutory regulations and DfE criteria		√						√
	To appeal against directions to admit pupil(s)						√		
	To decide on a discipline policy		R			PPC			R
	To establish a full complaints procedure		√						√
	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently						√		
	To review the use of exclusion					√			
	To direct reinstatement of excluded pupil					√			
	To institute health and safety policy		√				√		√

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	School lunch – ensure provided to appropriate nutritional standard		√				√		√
	Reporting								
	Governance details on both Trust and school websites: ensure				√				
	Register of all interests, business, pecuniary, loyalty for members/trustees/ governors: establish and publish		√			All			√
	Annual report on performance of the trust: submit to members and publish		√						√
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		√						√
	To provide governors with in-year progress data						√	√	
	To provide governors with reports on quality of teaching and learning						√	√	
	To provide parents with communication on key aspects of school including pupil progress, attainment, curriculum and school events and activities						√	√	
	To prepare and publish school website and prospectus in accordance to Ofsted criteria						√	√	
	Being strategic								
	Determine trust wide **statutory** policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, SEND, admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI, equality;		√						√

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	Determine trust wide **statutory** HR policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including, discipline, sexual harassment, staff conduct and grievance: approve		R			PPC			
	Determine **statutory** school level policies which reflect the school's ethos and values to include e.g. behaviour, uniform, RSE: approve		R			LGC			R
	Determine school level policies which reflect the school's ethos and values to include e.g. teaching and learning and curriculum					LGC			
	Determine non statutory HR policies including but not limited to, staff attendance, maternity schemes, appraisal policies					PPC			
	Central spend / top slice: agree		√						√
	To consider an application from another school to join the Trust		√						√
	To ensure that due diligence is carried out on a potential new school for the Trust.		√						√
	Management of risk: establish register, review and monitor		√			FRAC			√
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		√						√
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine					LGC		√	
	Training programme for Trustees and Governors		√			LGC			√
	To draft School (post-Ofsted) Action Plan and distribute to parents						√	√	
	To decide any changes in school session times, including Term Dates and length of school day		√						√
	To establish an estate management plan with 5 year overview		√						√
	Staffing								
	EHT: Appoint and dismiss		√						√

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	HOS : Appoint and dismiss		√						√
	DHT: Appoint and dismiss. Minimum 2 representatives from Trust Board/LGC – must include at least 1 Trustee (Staff Governors are not eligible to be on the panel)		√			√			√
	AHT: Appoint and dismiss. Minimum 2 representatives from Trust Board/LGC – must include at least 1 Trustee (Staff Governors are not eligible to be on the panel		√			√			√
	Trust's staffing structure: agree					PPC			
	School staffing structure: agree					PPC			
	To establish annual Teachers Pay policy		R			PPC			R
	To certify all expense claims above the authorized level in the scheme of delegation made by the EHT		√			FRAC			
	To select teachers for appointment						√	√	
	To select senior non-teaching staff for appointment and Trust wide staff		√			PPC	√		√
	To establish a policy for special leave of absence					PPC	√		
	To approve requests for special leave of absence, with or without pay within the Trust boards policy						√		
	To authorise release for training, conferences or other school business – including the HOS						√	√	
	To approve timing of annual leave for certain non-teaching staff						√	√	
	To authorise time off for public and trade union duties						√	√	
	To establish and adopt discipline and grievance procedures		R			PPC			R
	To establish and adopt capability policy and procedures					PPC	√		
	To initiate formal disciplinary proceedings against an employee						√	√	
	To conduct a first or second stage disciplinary hearing					√			
	To hear any grievance brought by an employee at the first stage						√		
	To suspend an employee from work subject to informing the chair of the Board						√		

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	To lift a disciplinary suspension imposed on an employee						√		
	Suspend or dismiss the EHT / HOS		√			√			√
	To determine that an employee shall cease to work at school (must act through staff dismissal committee)					√			
	To hear an appeal against dismissal (must act through dismissal appeal committee)					√			
	To grant early retirement within the scope of regulations					PPC			
	To agree the level of premature retirement and/or redundancy compensation over and above that set out in the LAs guidance		R			PPC			R
	To determine the existence of a redundancy situation		R			PPC/ FRAC	√		R
	To undertake local consultation with school representatives of all recognised trade unions						√		
	Holding to Account								
	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		√						
	Performance management of the Executive HT: undertake					PPC			
	Performance management of Heads of School : undertake						√		
	Ensuring Financial Probity								
	Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook		√						√
	Appoint or remove Auditors	√							
	Trust's scheme of financial delegation: establish and review		R			FRAC			R
	External auditors' report: receive and respond		√			FRAC			√
	EHT pay award: agree		R			PPC			
	HOS pay award: agree					PPC			
	Staff appraisal procedure and pay progression: monitor and agree					PPC			

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	Benchmarking and trust wide value for money: ensure robustness		√			FRAC			√
	Benchmarking and school value for money: ensure robustness					FRAC			
	Develop trust wide procurement strategies and efficiency savings					FRAC			
	Approve first formal Trust budget each financial year		√						√
	To prepare budget monitoring reports and to ensure that financial information is circulated in advance of termly governors meeting						√		
	To review termly budget position statement – including a statement of any budget virement decisions made by the EHT or					FRAC			
	To report to Finance, Risk & Audit committee on actions taken in response to any audits undertaken						√		
	To investigate any financial irregularities NB the Trust strongly recommends that where schools have any suspicion of financial irregularities, internal audit are informed and asked to carry out an investigation on behalf of the school.		√			FRAC			√
	To authorise opening of any bank account					FRAC			
	To write off debts above £100					FRAC			
	To ensure compliance with EFA financial regulations on seeking competitive quotations and tenders					FRAC			
	To set a charging and remissions policy		R			FRAC			R
	To ensure pupil premium grant is spent appropriately		√			FRAC			√
	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and control		√			FRAC			√
	Arranging insurance for the Trust – to include buildings and personal liability						√		
	Establishing and maintaining asset registers in accordance with financial procedures						√		
	Ensuring that any disposal of assets complies with the financial procedures						√		
	Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements					FRAC			

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	Acquiring and disposing of Trust land		√						√
	Changing use of assets					FRAC			
	Education and Curriculum								
	Approve Trust/short term improvement plans for each school in line with the strategic aims of the Trust		√			LGC			√
	Key Performance Indicators (Standards and Targets) – reviewing performance of the Trust and each School		√			LGC			√
	Approving the Curriculum for the Schools and ensure broad, balanced, inclusive and robust Curriculum taught to all pupils		√						√
	Quality of Teaching – ensuring appropriate levels of support, challenge, and intervention to support delivery of education outcomes					LGC		√	
	Provision of sex education - establish and keep up to date a written policy						√	√	
	To establish British values and to prohibit political indoctrination and ensuring the balanced treatment of political issues					LGC	√	√	
	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)					LGC	√	√	
	Arrangements for collective worship (schools without religious character) EHT must consult Trust Board					LGC	√	√	
	Critical Incidence								
	Working in partnership with the Executive Headteacher to provide strategic direction in planning for and responding to disruptive incidents								√
	Undertaking actions as required to support the School's response to a disruptive incident and subsequent recovery								√

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	Decision	Delegation							
		Mem.	Trust Board	Chair	Vice Chair	C.W.D	EHT	HOS	CI Com.
	Acting as a 'critical friend' to ensure that the School Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable								√
	Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers								√

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