



**Kaleidoscope**  
Learning Trust

# **Scheme of Delegation**

Kaleidoscope Learning Trust

Updated September 2024

Key
R Responsible (Approves)
A Accountable (Completes)
C Consulted
I Informed

		Members	Trustee Board	CEO	LGB	Headteacher
	<b>1. Strategy</b>					
	<b>Trust Strategic Development</b>					
1.1	Approval of Trust Strategy		R	A	C	C
1.2	Delivery of Trust Strategy and Strategic Development Plan		R	A		
1.3	Financial Strategy including the Management of Trust Reserves and Assets		R	A	C	C
1.4	Provision of financial advice for Strategy Development			A		
1.5	Monitoring of progress against Strategic Targets		R	A		
1.6	Admission of academies to MAT		RA	C	I	I
1.7	Provision of advice in relation to due diligence for the admission of academies to MAT		R	A		

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1.8	Creation and admission of new free schools to MAT		R	A	I	I
1.9	Provision of financial and risk advice in relation to the creation and admission of new free schools to the MAT		R	A		
	<b>Financial</b>					
1.10	Entering into DfE/ESFA funding arrangements		RA	C	C	C
1.11	Entering into leases or other legal arrangements (as per Financial Handbook)		RA	C	C	
	<b>Academy Strategic Development</b>					
1.12	Implementation of Academy Development Plan		I	C	R	A
1.13	Reviewing progress against Academy Development Plan and reporting to Trust on progress		R	A	C	C
1.14	Reviewing progress against Academy Development Plan and reporting to LGB on progress			I	R	A
1.15	Highlighting risk to Trust Board by exception		I	RA	RA	I
1.16	Review of overall effectiveness of SDP		I	C	R	A
	<b>Risk Management Systems</b>					
1.17	Strategic oversight of risk: <ul style="list-style-type: none"> <li>• Strategic</li> <li>• Financial</li> <li>• Operational</li> <li>• Reputational</li> </ul>		R	A		
1.18	Delivery of risk management: <ul style="list-style-type: none"> <li>• Strategic</li> <li>• Financial</li> </ul>		I	C	R	A

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	<ul style="list-style-type: none"> <li>Operational</li> <li>Reputational</li> </ul>					
1.19	Completion of Quality Assurance document on a termly basis highlighting potential risk		I	C	R	A
	<b>2. Governance</b>					
	<b>The Business of Governance</b>					
2.1	Appointment of Trustees	R	A	I	I	I
2.2	Removal of Trustees	R	A	I	I	I
2.3	Approval of Terms of Reference for Trust Committees		R	A	I	I
2.4	Approval of Terms of Reference for formation of Trust subcommittees and for LGBs		R	A	I	I
2.5	Approval of Terms of Reference for LGBs		I	C	R	A
2.6	Recruitment procedures for co-opted governors for Academy LGBs where outcomes are good or better		I	C	R	A
2.7	Recruitment procedures for co-opted governors for Academy LGBs where outcomes are worse than good		R	A	C	C
2.8	Appoint Chair of Academy LGB		R	C	A	C
2.9	Remove and replace Chair of Academy LGB in schools providing cause for concern		RA	C	A	C
2.10	Removal of Academy LGB		RA	C	C	C
2.11	Suspension or removal of Academy LGB governor		RA	C	C	C
2.12	Approval/amendment of the Scheme of Delegation		R	A	C	C
2.13	Entering into, or withdrawing from, a formal partnership		R	C	A	C
	<b>3. Compliance</b>					

		Members	Trustee Board	CEO	LGB	Headteacher
	<b>Policies</b>					
3.1	Approval of MAT policies		R	A	C	C
3.2	Approval of local policies		I	C	R	A
3.3	Monitoring the effectiveness and impact of policies in accordance with the annual agenda plan and reporting termly to the Trust Board		R	C	A	C
	<b>Miscellaneous</b>					
3.4	Term dates and INSET dates (may differ between academies)		R	A	C	C
3.5	Length/organisation of academy day		R	A	C	C
3.6	Fixed term exclusions			C	R	A
3.7	Permanent exclusions			C	R	A
3.8	Independent Review Panel		RA	C		
3.9	Admissions policies and criteria		R	A	C	C
3.10	Ensuring staff and pupil records are maintained appropriately (school register etc.) and reports (such as Census) are made accurately and in a timely manner		I	I	R	A
3.11	Ensuring the Academy website is maintained with accurate and up-to-date information and is fully compliant with statutory requirements		I	I	R	A
3.12	Ensuring the Trust website is maintained with accurate and up-to-date information and is fully compliant with statutory requirements		R	A		
	<b>GDPR</b>					

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3.13	Approval of data protection and associated policies		R	A	C	C
3.14	Ensuring that Trust data protection practices reflect the Trust data protection policy		R	A	C	C
3.15	Responsibility for ensuring Academy local practice reflects Trust policies			C	R	A
3.16	Monitoring data protection systems and practice at local Academy level to ensure they fulfil the requirements of the Trust Policy – reporting any concerns to the Trust Board		I	C	R	A
<b>4. Educational Performance</b>						
<b>Educational performance and Attendance</b>						
4.1	Setting Academy targets based upon previous performance, ASP, IDSR and FFT		I	C	R	A
4.2	Setting targets where outcomes are below good		R	A	I	C
4.3	Monitoring of progress against targets and ensuring that outcomes are in line with Local & National standards and monitoring specific groups (PPG, SEND, GENDER)		I	I	R	A
4.4	Analysing Trust educational performance and identifying areas of underachievement		R	A	C	C
<b>Quality of Teaching and Learning</b>						
4.5	Monitoring the quality of teaching and learning throughout the Academy where results are good or better and reporting to the LGB		I	I	R	A

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4.6	Monitoring the quality of teaching and learning throughout the Academy where results are worse than good and reporting to the LGB/Trust Board		R	A	C	C
	<b>Curriculum</b>					
4.7	Curriculum planning, implementation and review		I	C	R	A
4.8	Monitoring the impact of curriculum on standards		I	C	R	A
4.9	Ensuring the delivery of a broad and balanced curriculum		I	C	R	A
4.10	Ensuring the effectiveness of PPG		I	C	R	A
4.11	Ensuring the effectiveness of sports premium		I	C	R	A
	<b>Assessment</b>					
4.12	Provide termly reliable and validated assessments		I	C	R	A
4.13	Provide overview of Trust educational performance		R	A	C	C
	<b>Residential Provision</b>					
4.14	Monitoring impact of National Minimum Standards		I	I	R	A
4.15	Appointment of external quality assurance (NYAS)		I	I	R	A
4.16	Create and maintain comprehensive care plans for all residents		I	I	R	A
4.17	Setting and monitoring of personal targets for all residents			I	R	A
	<b>5. Financial Performance</b>					
	<b>Financial Controls</b>					
5.1	Approval of systems of financial control		R	C	C	C

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5.2	Assurance over adequacy of systems of internal financial control		R	C	C	C
5.3	Appointment of external Auditors	R	I	I		
5.4	Approval of KLT financial handbook/regulations		R	C	I	I
<b>Budget and Management Reporting</b>						
5.5	Draft annual Academy budget			C	I	A
5.6	Review Academy budget and recommend to Trust Board			A	I	C
5.7	Draft and recommend annual Centralised Trust Budget		I	A		
5.8	Approve annual Centralised Trust Budget		R	A		
5.9	Approve annual Universal Percentage Top Slice charge		R	A	C	C
5.10	Receipt and review of monthly management accounts		R	A		
5.11	Termly review of financial position (Academy) and report to Trust Board of risk by exception		R	A	I	C
<b>Purchasing and Procurement</b>						
5.12	Placing orders for goods and services, entering into contracts		In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures
5.13	Waiver of KLT financial regulations in respect of purchasing		In line with KLT Manual	In line with KLT Manual	In line with KLT Manual of	In line with KLT Manual of



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			of financial procedures	of financial procedures	financial procedures	financial procedures
5.14	Ensuring compliance with tendering processes		In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures
	<b>Banking Authority and Cash Management</b>					
5.15	Approval to borrow money		In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures
5.16	Cash flow Management, Treasury and Investment		In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures
5.17	Open a bank account and approve signatories		In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures	In line with KLT Manual of financial procedures
	<b>Insurance</b>					
5.18	Ensure all necessary insurances not covered by KLT (e.g. staff absence) are entered into by the academy		I	I	R	A
5.19	Ensure all academies are entered into the RPA		R	A	I	I
	Statutory Reporting					

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5.20	Responsible for the drafting of the annual accounts and Trustee's end of year report in conjunction with the Trust's auditors		R	A	I	I
5.21	Responsible for the approval of the annual accounts	I	R	I	I	I
5.22	Responsible for the drafting and timely submission of accounting returns and termly reporting to the Board		R	A	I	I
5.23	Responsible for ensuring accounting returns are completed and submitted within specified deadlines		R	A	I	I
5.24	PAYE Returns		R	A	I	I
5.25	VAT Returns		R	A	I	I
<b>6. Financial Procedure – Human Resources</b>						
<b>Staff Planning</b>						
6.1	Staff Structure (Trust) Approval of annual staffing budgets		R	A		
6.2	Staff Structure (Academy) Approval of annual staffing budgets		R	C	C	A
6.3	Job Description sign off Grade of posts (CEO)		RA			
6.4	Job Description sign off Grade of posts (CFOO)		R	A		
6.5	Job Description sign off Grade of posts (Central services staff)		R	A	C	
6.6	Job Description sign off Grade of posts (academy teaching and support staff)			C	R	A
6.7	Evaluation of job grades		R	A	C	C

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6.8	Approval/variation of basic employment terms and conditions		R	A	C	C
	<b>Recruitment</b>					
6.9	Recruitment and appointment of CEO		RA			
6.10	Recruitment and appointment of CFO		R	A		
6.11	Recruitment and appointment of Central Trust Team		R	A		
6.12	Recruitment and appointment of Headteachers		R	A	C	
6.13	Recruitment and appointment of Deputy Headteachers		R	A	C	C
6.14	Recruitment and appointment of SBM		R	A	C	C
6.15	Recruitment and appointment of all other staff		I	C	R	A
6.16	Recruitment process		R	A	C	C
6.17	Signing of employment contracts		R	A		
	<b>Pay Policy</b>					
6.18	Annual approval of pay policy, including pay awards, pay point values etc.		R	A	C	C
6.19	Determination of pay ranges		R	A	C	C
6.20	Annual Pay Progression CEO		RA			
6.21	Annual Pay Progression CFO		R	A		
6.22	Annual Pay Progression Headteachers		R	A		
6.23	Annual Pay Progression Other Trust Staff		R	A		
6.24	Annual Pay Progression Other Academy Staff				R	A
6.25	Pension Policy and Discretions		R	A		

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6.26	Handling of all pension matters (teachers and support staff)		R	A		
6.27	Approval of use of discretions		R	A		
	<b>7. Safeguarding</b>					
	<b>Safeguarding Policy</b>					
7.1	Approval of Trust safeguarding statement		R	A	I	C
7.2	Responsibility for ensuring the Trust safeguarding statement is reflected in local policies and practice		R	A	I	C
7.3	Approval of individual Academy safeguarding policy		I	C	R	A
	<b>Safeguarding Practice</b>					
7.4	Ensuring academy practices reflect local Academy safeguarding policy		I	C	R	A
7.5	Maintaining effective systems for the identification and reporting of safeguarding concerns		I	C	R	A
7.6	Ensuring all staff and governors receive appropriate training in relation to safeguarding, including safer recruitment		I	C	R	A
7.7	Ensuring safer recruitment formalities are completed in accordance with KLT policy and the single central record is maintained appropriately		I	C	R	A
7.8	Maintenance of register of interests and DBS checks at Central Trust		R	A	I	I
7.9	Maintenance of register of interests and DBS checks at Academy		I	C	R	A

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7.10	Ensuring that safeguarding is covered within the curriculum in an age-appropriate format including e-safety and road safety		I	C	R	A
	<b>Safeguarding Governance</b>					
7.11	Reporting an overview of safeguarding, behaviour and attendance at academy level on a termly basis		I	C	R	A
7.12	Reviewing safeguarding matters and holding senior leaders to account for safeguarding in accordance with the annual agenda plan and reporting termly to the Trust Board		R	A	C	C
7.13	Approving appropriate actions in academies where concerns are raised in relation to the safeguarding practices in any particular academy		R	A	C	C
7.14	Implementing appropriate actions in academies where concerns are raised in relation to the safeguarding practices in any particular academy		I	C	R	A
	<b>Health and Safety</b>					
7.15	Approval of health and safety plan		R	A	C	C
7.16	Ensuring the adequacy of health and safety practice throughout KLT		R	A	C	C
7.17	Health and Safety Accident reporting – termly reporting at academy level		R	A		
7.18	Health and Safety RIDDOR reporting at academy level		R	A		
7.19	Health and Safety Accident reporting – termly reporting at Trust level		I	I	R	A

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7.20	Health and Safety RIDDOR reporting at Trust level		I	I	R	A
7.21	Reviewing systems in place to ensure compliance with health and safety policy and minimizing risk. Reporting of medium – high levels of risk to Trust Board		R	A	C	C
7.22	Responsibility for ensuring health and safety throughout the Trust		R	A	C	C
7.23	Responsibility for ensuring risk assessments are completed (using external contractors where appropriate) and recommend actions are completed		I	I	R	A
7.24	Ensuring that the level of risk for school visits is acceptable and obtaining approval from the LGB for any residential visits		I	I	R	A
7.25	Approval of residential risks		I	I	R	A
	<b>Critical Incident Management</b>					
7.26	Implementation of Critical Incident management planning at academy level		I	C	R	A
7.27	Ensuring suitable critical incident plans are in place, monitoring compliance and reviewing the effectiveness of the policy at academy level		I	C	R	A
7.28	Developing Critical Incident Management Policy		I	C	R	A
7.29	Checking adequate measures are in place to manage CIMP		I	C	R	A
7.30	Approval of CIMP policy		R	A	C	C