

History of Document

Drafted By:	Date of Review	Approved by Finance Committee
Kirsten Courtney	Sep-25	
Updates	Updates to: Removed old logo and replaced with new logo SoD Appendix 1 Added section on Estate I	

Approved by Governors	Date of Next Review
07/10/2025	Aug-26
Management	

KET Scheme of Delegation

Appendix A - Overarching Scheme of Delegation



KEY:

	Function cannot legally be carried out at this level
●	Responsible for Action
①	Has involvement / Advisory

Area	Decision	Delegation						
		Members	Trust Board	CEO	Finance, Audit & Risk Committee	Strategy Committee	LGC	Head Teacher / Head of School
People	Members: appoint/remove	●						
	Directors: appoint/remove	●	●					
	Chief Executive: appoint/dismiss		●					
	Headteacher: appoint/dismiss		●					
	Trust Business Manager/CFO: appoint/dismiss		●					
	KET central staffing structure: agree		●					
	School level staffing structure: agree			①			●	①
	Role descriptions for members	●						
	Role descriptions for individual directors, committee members		●	①				
	Parent LGC member: elected			①			●	
	Trust Board Committee chairs: appoint/remove		●	①	●	●		
	School LGC chairs and governors: appoint/remove		●	①			①	
	Clerk to the Trust Board: appoint/remove		●					
	Clerk to the LGC: appoint/remove						●	
Systems and Structures	Articles of Association: review and agree	●	①	①				
	Governance structure for the KET: establish and annual review		●	①				
	Constitution of LGC: agree		●	①			①	
	Terms of Reference for Trust Board and committees: agree annually		●	①				
	Scheme of Delegation for LGCs: agree annually		●	①				
	Skills audit: complete and recruit to gaps		●	①			●	①
	Trust Board & Committees annual self review		●					
	LGCs annual self review						●	
	Performance Review of Chairs: periodically		●				●	
	Succession planning for Trust Board, committees and LGC		●	①			●	①
KET Growth Strategy / Improvement Plan		●	①	①	①			
Reporting	Updating websites with all required governance arrangement details			●				●
	Annual report on performance of the Trust: submit to members		●	①	①			
	Annual report on performance of the Trust: publish		●	①	①			
	Annual Reports and Accounts: audit, submission and publish			●	①			

		Delegation						
Area	Decision	Members	Trust Board	CEO	Finance, Audit & Risk Committee	Strategy Committee	LGC	Head Teacher / Head of School
	LGC termly updates to Trust Board: submit and publish						●	①

Area	Decision	Delegation						
		Members	Trust Board	CEO	Finance, Audit & Risk Committee	Strategy Committee	LGC	Head Teacher / Head of School
Being Strategic	Determine and review KET Policies		●	①	●	●	①	①
	Determine and review school level policies		①	①	①	①	●	①
	Top slice: Agree		●	①	①			
	KET vision and strategy: agree priorities and KPIs and monitor		●	①		①		
	Schools vision and strategy			①			●	①
	Trust Marketing		●	①				
	Management of Risk: KET Risk Register, monitor and review		●	①	①			
	Management of Risk: School level risk			①	①		●	①
	Engagement with stakeholders	●	●	●	●	●	●	●
	Determine and review the school curriculum		●				●	●
	KET Budget Planning: review and agree		●		●		①	
	School Level Budget Planning: review and agree		●		①		●	①
	Investment of funds		●		●			
Holding to Account	Audit and reporting arrangements: agree		●	①	①			
	Arrangements for matters of compliance: agree		●	①	●		●	①
	CEO Performance Management		●					
	Headteacher Performance Management			●			①	
	Director monitoring of performance management arrangements: agree		●					
	LGC monitoring of performance management arrangements: agree						●	①
	LGC performance management		●	①				
Ensuring Financial Probity	KET Scheme of Delegation of Financial Powers: review and agree		●		①			
	Appoint KET auditors		●	①	①			
	Ensure internal scrutiny undertaken: review and agree		●	①	①			
	Auditors' report: receive and respond		●	①	①			
	Auditor recommendations/actions: review and monitor		●	①	①			
	CEO remuneration: agree		●		①			
	Headteacher remuneration: agree			●	①		①	
	Teacher/Support staff pay awards: agree		●		①		①	
	School Resource Management Self-Assessment: Review and approve		●	①	①			
	Staff appraisal and pay progression: review and agree			①			●	①
Estate Management	Trust Estate Strategy and Vision Documents			●		①		
	Board Assurance of Estate Management Plans in academies		●	①			●	①
	Academy Estate Vision						●	①
	Academy Estate Strategy						●	①
	Asset management plan including budgets planning							●
	Complete Good Estate Management Self Assessment						●	①
	Commissioning of Condition Surveys							●
	Estates Compliance Tracking						①	●