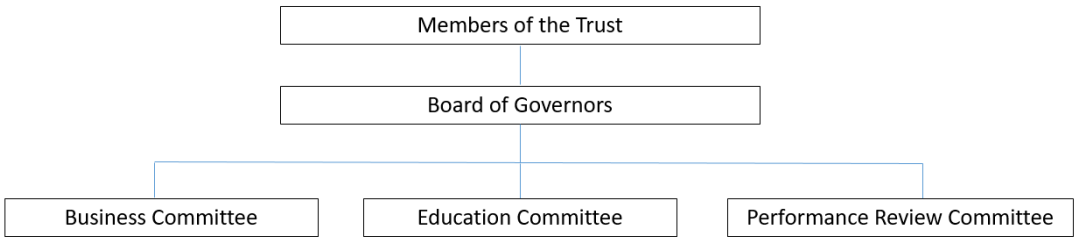
Scheme of Delegation – Kensington Aldridge Academy



Kensington Aldridge Academy is a single academy trust and has several layers of governance – the Members, Trust Board, Trust Board Committees, and Senior Leadership Team which is led by the Principal. This Trust Board hold the power to delegate certain authorities to other layers of governance in the Trust. This Scheme of Delegation outlines how these delegations are made, to ensure clear and transparent governance arrangements. It aligns with the Trust's Articles of Association, internal Terms of Reference, and relevant government guidance as issued by the Department for Education (DfE) and Education & Skills Funding Agency (ESFA).

This Scheme of Delegation is written according to the '**RASCI'** framework, based on the various operational areas of activities at Kensington Aldridge Academy. It outlines who is:

- **Responsible** for delivering the area of activity/ decision in line with agreed academy policies
- **Accountable** for the area of activity/ decision - this is usually the Trust Board as the legally accountable and liable body
- **Supporting** the area of activity/ decision, which may be through practical support or supporting the detailed consideration of a decision
- **Consulted** on the area of activity/ decision to receive feedback
- **Informed** of the area of activity/ decision through agreed communications channels

The role of the governance layers in the trust can be summarised as follows:

- **Members –** Members play an objective oversight role and are the 'guardians' of the Trust's governance and financial health. They receive the annual report and accounts, appoint and remove Trustees and the auditors, and remain informed of Trust business. Kensington Aldridge also has a Lead Sponsor, Aldridge Education, and Co-Sponsor, the Royal Borough of Kensington & Chelsea (RBKC) that are able to appoint both Members and Trustees.
- **Trust Board –** The tables below outline the delegations by the Trust Board as the legally responsible entity. The Board focuses on the three core governance functions for education boards – ensuring clarity of vision, ethos and strategic direction; holding senior leaders to account for educational outcomes and performance management of staff; and overseeing effective financial performance.
- **Education Committee, Business Committee and Performance Review Committee –** These Committees undertake detailed oversight and scrutiny of their respective areas of responsibility to support the Trust Board, in line with agreed Terms of Reference. The Business Committee performs the role of Audit & Risk Committee for the trust.

The Trust Board may establish additional, time-bound Committees of the Board. At certain times the Board or Committees may decide to delegate final approval to a named Committee/ Governor but only when this aligns with the overall delegations in the trust. *This Scheme of Delegation is subject to annual review and approved by the Trust Board to reflect practices in the trust and the latest government guidance. Kensington Aldridge Academy is a registered company limited by guarantee in England and Wales number 07702460. Last updated: December 2020.*

Kensington Aldridge Academy Scheme of Delegation

Key: R / A / S/ C / I	R = Responsible; A = Accountable; S = Supporting; C = Consulted; I = Informed					
Function	**Task**	**Full Board**	**Committee**	**Individual Governor**	**Principal**	**We have delegated detailed delivery/ review to:**
Admissions	Determine the Academy's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	**A**	**C**		**R**	
	Make sure the Academy's admissions arrangements comply with the Academy Admissions Code and are fair, clear and objective	**A**	**C**		**R**	
	Establish an independent appeals panel when there are admissions appeals	**A**			**R**	RBKC Admissions Team
	Consult before making changes to the Admissions Policy	**A**	**C**		**R**	
Attendance, Behaviour and Exclusions	Keep attendance registers	**A + I**	**I**		**R**	I = Education Committee
	Establish procedures to ensure high levels of attendance	**I**	**I**		**R**	I = Education Committee
	Arrange for suitable full-time education for any student of compulsory Academy age who has a fixed term exclusion of more than five school days	**A**			**R**	
	Establish a Behaviour Policy	**A**	**C**		**R**	C = Education Committee
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term, would lose the opportunity to sit a public examination, or would be excluded permanently, including hearing parents' and Local Authority (LA) representations	**A**	**R**			R = Exclusions panel
	Arrange representation at independent review panel (IRP), where requested by parents	**A**	**R**		**S**	RBKC convene IRP panel
	Direct reinstatement of excluded students	**A**	**R**			R = Exclusions panel
	Set timings of the academy day and term dates	**A**	**C**		**R**	C = Education Committee

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Curriculum & Target setting	Make sure the Academy teaches a broad and balanced curriculum to the age of 16	**A**			**R**	
	Make sure all students in the Academy are provided with independent careers guidance from Year 8 to Year 13	**A**	**C**		**R**	C = Education Committee
	Establish and implement Curriculum Policy	**A**	**C**		**R**	C = Education Committee
	Responsibility for standards of teaching and learning	**A**	**C**		**R**	C = Education Committee
	Decide which subject options will be taught including activities outside of the academy	**I**	**C**		**R**	C = Education Committee
	Responsibility for individual child's education	**A**			**R**	
	Responsibility for approach to internal pupil assessment	**I**	**I**		**R**	I = Education Committee
	Provision of sex and relationships (SRE) education – includes establishing and maintaining an up to date Policy in line with statutory government guidance	**A**	**I**		**R**	
	Provision of Religious Education in line with government guidance				**R**	
	Set and publish targets for student achievement		**I**		**R**	I = Education Committee
Finance, budgets and audit	Make day-to-day spending decisions under amount agreed in financial delegations				**R**	
	Produce monthly management accounts				**R**	
	Monitor expenditure through management accounts	**A + R**	**C**	**I**		C = Business Committee (termly) I = GB Chair & BusCom Chair (monthly)
	Appoint a senior executive leader as the Accounting Officer, and Finance Director for the trust	**A + R**				Appointment to be made in writing
	Participate in annual accounts consolidation exercise as communicated by the Department for Education (DfE)	**A**	**C**		**R**	C = Business Committee
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	**A**	**C**		**R**	C = Business Committee
	Appoint a registered statutory external auditor	**C**	**C**			C = Business Committee;

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Finance, budgets and audit (contd.)						*Members formally appoint auditors*
	Prepare annual financial statements in line with the ESFA's Academies Accounts Direction	**A**	**C**		**R**	C = Business Committee
	Plan and review internal audit programme and reports	**A + R**	**C**		**R**	C = Business Committee
	Establish Charges and Remissions Policy	**A**	**C**		**R**	C = Business Committee
	Set programme of internal scrutiny	**A**	**R**			R = Business Committee
	Receive reports on internal scrutiny visits	**A**	**R**			R = Business Committee
	Maintain risk register	**A + C**	**C**		**R**	R = Business Committee & Education Committee
	Make sure that the academy has adequate insurance cover or has opted into the academies Risk Protection Arrangement (RPA)	**A**	**C**		**R**	C = Business Committee
	Develop annual budget and three-year outturn	**A**	**C**		**R**	C = Business Committee
	Approve a balanced budget and three-year forecast outturn each financial year and submit to the ESFA	**A**	**C**		**R**	C = Business Committee
	Manage cash position inc. reporting on cashflow	**A**	**C**		**R**	C = Business Committee
	Maintain a published register of interests, including the business and pecuniary interests of members and trustees	**A**			**R**	
	Monitor impact of pupil premium funding & catch up funding	**A**	**C**		**R**	C = Education Committee
	Manage procurement exercises in line with compliance requirements	**A**	**C**		**R**	C = Business Committee
	Establish Audit & Risk Committee	**A + R**				
Governing Body – vision & strategy	Set KAA vision	**A**			**R**	
	Set KAA strategy	**A**			**R**	
	Set KAA culture and values	**A**			**R**	
	Set KAA Academy Improvement Plan	**A**	**C**		**R**	C = Education Committee
	Review and monitor progress against KAA Academy Improvement Plan and strategic plans	**R**	**C**			C = Education Committee

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Governing Body - procedures	Appoint (and remove) Governors (who are the charity trustees, company directors, and proprietary governing board)	**A + R**				Board appoint Co-opted Trustees; Members + Sponsors also appoint Trustees
	Elect (and remove) the Chair and Vice Chair	**A + R**				
	Appoint (and dismiss) the Clerk to Governors	**A + R**				
	Appoint Safeguarding Lead Governor	**A + R**				
	Appoint SEND Lead Governor	**A + R**				
	Approve Scheme of Delegation	**A + R**				
	Determine the constitution, membership and terms of reference of any Committee it decides to establish and review this annually	**A + R**				
	Appoint or elect a chair for each Committee	**A + R**				
	Approve and set up Governor expenses policy	**A**			**R**	
	Check that all statutory Policies and documents are in place	**A + R**	**C**		**R**	C = Business & Education Committees
	Regulate Governing Body procedures	**A**				
	Hold Full Governing Body meetings at least 3 times a year	**A + R**				
	Make sure the required information relating to Policies and governance is published on the Academy website	**A**			**R**	
Health & Safety, Premises	Develop Academy building strategy		**C**		**R**	C = Business Committee
	Procure and maintain buildings, including properly funded maintenance programme	**R**	**C**		**S**	C = Business Committee
	Set Health and Safety Policy	**A**			**R**	
	Monitor the implementation of the Health and Safety policy	**A**	**R**			R = Business Committee
	Make sure there is an appointed person in charge of first aid	**A**	**C**		**R**	C= Business Committee
	Ensure Health and Safety regulations are followed	**A**	**C**		**R**	C= Business Committee
	Review risk assessments inc. those relating to Covid-19	**A**	**R**		**S**	R = Business Committee + Covid-19 Committee

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Parents and the community	Foster positive relationships with parents and community	**S**		**S**	**R**	S = Safeguarding + SEND Governor
	Approve a complaints procedure	**A**			**R**	
	Establish a complaints panel to consider formal complaints about the Academy and any community facilities or services it provides	**A**			**R**	
	Make sure the Academy complies with the Freedom of Information (FOI) Act 2000	**A**			**R**	
	Prepare and publish the Academy prospectus				**R**	
	Adopt and review Home School Agreement				**R**	
	Make sure provision of Free School Meals (FSM) is given for students meeting the criteria	**A**			**R**	
	Ensure nutritional standards of Academy lunch are met				**R**	
Pupil wellbeing	Appoint a designated staff member to promote the educational achievement of looked after children (LAC) and post-LAC and ensure that they undertake appropriate training	**A**	**I**	**I**	**R**	I = Education Committee, Safeguarding Governor
	Make sure the Academy complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes quality objectives and information about how it is doing this	**A**			**R**	
	Make arrangements for supporting students with medical conditions	**A**			**R**	
Safeguarding	Check that the Academy complies with statutory guidance on safeguarding	**A**	**C**		**R**	C = Education Committee
	Make sure that safeguarding arrangements take into account the procedures and practices of the LA, as part of inter-agency safeguarding procedures	**A**	**C**		**R**	C = Education Committee
	Make sure that a member of the Board is nominated to liaise with the designated officer from the relevant local authority and partner agencies if allegations are made against the Principal	**A**		**R**		R = Safeguarding Link Governor

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Safeguarding (cont.)	Set Safeguarding policy inc. requirements around Prevent, safer recruitment	**A**	**C**		**R**	C = Education Committee
	Monitor the implementation of the Safeguarding policy	**A**	**R**			R = Education Committee
	Appoint a member of staff to be the Designated Safeguarding Lead (DSL)	**A**			**R**	
	Make sure that effective support is provided for any employee facing an allegation	**A**		**I**	**R**	I = Chair & Safeguarding Link Governor
Special Educational Needs and Disabilities (SEND), Inclusion & Equality	Designate a member of the Governing Body/ Committee to have oversight of the Academy's arrangements for SEND	**A + R**				SEND Link Governor + Education Committee
	Make sure that the necessary special education provision is made for any student who has SEND, and monitor its effectiveness	**A**	**I**	**I**	**R**	I = Education Committee + SEND Link Governor
	Make sure that parents are notified by the Academy when special educational provision is being made for their child				**R**	
	Make sure that the Academy produces and publishes online its SEND information report	**A**	**C**		**R**	C = Education Committee
	Cooperate with the local authority in developing the local offer			**S**	**R**	S = SEND Link Governor
	Make sure Academy follows the statutory SEND Code of Practice & update SEND Policy	**A**	**C**	**S**	**R**	C = Education Committee S = SEND Link Governor
	Make sure that there is a qualified teacher as the special education needs coordinator (SENCo) for the Academy	**A**	**I**	**I**	**R**	I = Education Committee & SEND Link Governor
	Make sure that the teachers in the Academy are aware of the importance of identifying students who have SEND and providing appropriate teaching				**R**	I = Education Committee
	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every 4 years	**A + R**			**R**	
	To establish an accessibility plan and review it every three years	**A**	**I**		**R**	C = Business Committee

Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Staffing, HR & Recruitment Matters	Appoint a Principal	**A + R**				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring service checks)	**A**			**R**	
	Vice Principal appointments	**I**			**R**	
	Teaching staff appointments				**R**	
	Support staff appointments				**R**	
	Establish and review annual Pay Policy incl. executive pay levels	**A**	**C**		**R**	C = Performance Review Committee
	Implement the Performance Management Policy				**R**	
	Establish and review procedure for addressing staff disciplinaries, conduct and grievances	**A**	**C**		**R**	C = Performance Review Committee
	Make sure employment law and guidance is being followed	**A**			**R**	
	Approve staffing structure changes	**A + R**	**C**		**R**	
	Dismiss the Principal	**A + R**				
	Dismissal of senior staff			**I**	**R**	I = Chair of Governors
	Dismissal of other staff				**R**	
	Suspension of Principal/ ending suspension of Principal	**A + R**				
	Suspension of other staff/ ending suspension of other staff				**R**	
	Dismissal payments/ early retirement	**A**	**R**			R = Business Committee
Whistleblowing & Compliance	Set and implement Data Protection Policy and related IT User and information sharing agreements	**A**			**R**	
	Set and implement Whistleblowing Policy	**A**			**R**	
	Appoint Whistleblowing Trustee	**A + R**			**R**	
	Attend Ofsted and other regulatory inspections	**R**			**R**	