

# Scheme of Delegation within Milton Keynes Education Trust

**Milton Keynes Education Trust** is accountable for pupil and student outcomes within the Trust and for ensuring the effective use of funds provided by the Department for Education to meet the charitable objectives of the company.

Our aim is to improve education provision by creating and developing a mutually beneficial partnership between local schools.

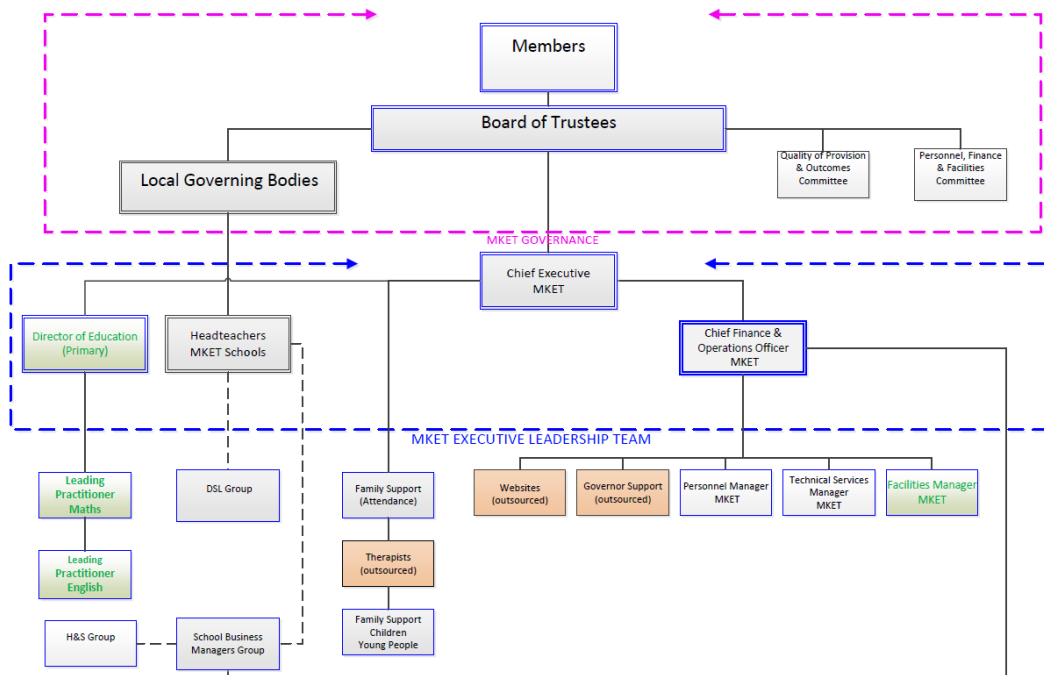
We are committed to securing social justice through high quality education that promotes inclusion and embraces diversity. The Trust **enhances** and **enriches** the lives of children and young people by **enabling** them to make the most of outstanding learning opportunities within and beyond the curriculum; instilling an appreciation that there are no limits to what they can achieve and developing the attributes needed to successfully shape and respond to the future.

In this way we bring out **the very best** in our children and young people.

Milton Keynes is a rapidly growing city and we have ambitions to grow too. Our vision is that MKET builds on its achievements to become the leading educational trust in Milton Keynes.

We will realise our aims and secure sustainable school improvement through high quality transformational leadership, professional development and collaborative partnerships.

## MKET Governance and Executive Leadership



Ref	Key Function: A – Approve R – Recommend D - Draft I - Implement M - Monitor & Report C - Consulted	Board	CEO	LGB	HT	Notes		
<b>1. GOVERNANCE</b>								
1.1	MKET Articles of Association	R	R			Approved by Members only		
1.2	Appointment of Trustees to MKET Board	R	R			Members		
1.3	Co-option of Trustees to MKET Board	A	R					
1.4	Appointment of specialists to MKET Committees	A	R					
1.5	MKET Board of Trustees Terms of Reference	A	R					
1.6	MKET Scheme of Delegation	A	R					
1.7	New, converter or sponsored academies joining MKET	A	R					
1.8	Establishment of MKET Committees	A	R					
1.9	MKET committee Terms of Reference	A	R					
1.10	LGB Terms of Reference	A	R	I				
1.11	Establishment of MKET Board working groups	A	R					
1.12	LGB Standing Orders	A	R	I				
1.13	Establishment of LGB working groups			A	R			
1.14	Appointment of Chair of MKET Board	A						
1.15	Appointment of Chair of LGB	A	C	R				
1.16	Removal of Chair of LGB	A	R					
1.17	Appointment/Removal of Governors on LGB	A	R	R	C			
1.18	Appointment/Removal of Chair of MKET Committees	A	R					
1.19	Appointment/Removal of MKET Committee members	A	R					
1.20	Appointment/Removal of Clerk to MKET Board/Committees	A	R					
1.21	Appointment/Removal of Clerk to LGB		A	R				
1.22	MKET governance schedule of meetings	A	R	C	C			
1.23	Trustee and Governor Expenses Policy	A	I			MKET policy		
1.24	Trustee and Governor Code of Practice	A	I	I	I	MKET policy		
1.25	Data Protection and Retention Policy	A	M	R	I	M	I	MKET policy
1.26	Freedom of Information – Publication Scheme	A	R	I	M	I	MKET policy	
1.27	Complaints Policy	A	M	R	I	M	I	

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<b>2. TRUST AND ACADEMY PERFORMANCE AND DEVELOPMENT</b>								
2.1	Trust Strategic Plan	A	R	C	C			
2.2	Annual Report to Members	A	R		C			
2.3	Trust Key Performance Indicators	A	M	R	M	C		
2.4	Academic Performance Targets	A	M	R	M	R	M	D
2.5	Academy Achievement Report - Annual & Termly	A	C	R	M	D		
2.6	Academy 3 year development plan	A	C	R	M	D	I	
2.7	Academy 1 year development plan		C	A	M	D	I	
2.8	MKET Staff Development Plan	A	R	I		C		
2.9	Academy Staff Development Plan		C	A	R	I		
2.10	Trust INSET days	A	R	I		C		
<b>3. PERSONNEL</b>								
3.1	Pay and Remuneration Policy, including pay scales	A	M	R	C	I	MKET policy	
3.2	Job Evaluation Policy – support staff	A	R	C	I		MKET policy	
3.3	Changes to terms and conditions	A	R	I	C	I		
3.4	Appraisal Policies	A	R	I	M	I		
3.5	CEO's appraisal	A	I					
3.6	Headteachers' appraisal		C	I				
3.7	Trust staff individual pay awards	A	R					
3.8	Academy staff individual pay awards			A	R			
3.9	Equalities Policy and Objectives	A	R	M	I			
3.10	Recruitment Policy	A	R	M	I			
3.11	Re-structuring and Redundancy Policy	A	R	M	I			
3.12	Capability Policy	A	R	M	I			
3.13	Discipline Policy	A	R	M	I			
3.14	Grievance Policy	A	R	M	I			
3.15	Bullying and Harassment Policy	A	R	M	I			
3.16	Confidential Reporting policy	A	M	R	I	M	I	

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3.17	MKET staff plan	A	R		C				
3.18	CEO appointment/dismissal	A							
3.19	MKET staff appointments/dismissals	A	R		C				
3.20	Academy staff appointments/dismissals		C	A	R				
3.21	Academy Headteacher appointment/dismissals	A	C	R					
3.22	Senior Academy appointments/dismissals		C	A	R				
3.23	Teacher appointments/dismissals			A	R				
3.24	Support staff appointments				A				
3.25	Support staff dismissals			A	R				
<b>4. FINANCIAL GOVERNANCE AND MANAGEMENT</b>									
4.1	MKET and Academy financial regulations	A	R	M		PFF Audit Committee has oversight of compliance			
4.2	MKET and Academy financial procedures	A	R	M		PFF Audit Committee has oversight of compliance			
4.3	Appointment of auditors	A				PFF Audit Committee recommend to Board			
4.4	MKET 3 year budget plan	A	M	R					
4.5	MKET 1 year budget plan	A	M	R					
4.6	MKET year to date reports	A	M	R	M				
4.7	MKET Annual Accounts	A	R						
4.8	MKET Academies Account Return to ESFA	A	R						
4.9	MKET Budget Forecast Return Outturn to ESFA	A	R						
4.10	Response to Auditor's management letter	A				PFF Audit Committee			
4.11	Academy 3 year Budget Plan	A	M	C	M	R	M	D	
4.12	Academy 1 year Budget	A	M	C	M	R	M	D	
4.13	Academy Budget reports	A	M	M	D				LGB to monitor against improvement priorities
4.14	Academy Accounts Return to ESFA	A	R						
4.15	Expenditure or contracts up to lower limit					A			As set out in MKET Financial Handbook
4.16	Expenditure or contracts from lower limit to upper limit				A	R			As set out in MKET Financial Handbook
4.17	Expenditure or contracts from upper limit to OJEU	A			R				As set out in MKET Financial Handbook
4.18	Expenditure over OJEU limit	A	R	R					As set out in MKET Financial Handbook

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4.19	Compensation payments up to £50k	A	R			ESFA threshold	
<b>5. ACADEMY POLICIES AND PROCEDURES</b>							
5.1	Admissions Policy	A	C	C	I		
5.2	Term time and holidays	A	R	C	C		
5.3	Academy school day start and finish times		C	A	R		
5.4	Change of age range	A	C	R			
5.5	Increase/Decrease Academy PAN	A	C	R			
5.6	Extension of Academy provision	A	C	R			
5.7	Extended services on site		C	A	R		
5.8	Curriculum Policy		C	A	R	I	
5.9	Teaching and Learning Policy		C	A	R	I	
5.10	SEN/Inclusion Policy		C	A	R	I	
5.11	Pupil Behaviour and Exclusion Policy		C	A	R	I	
5.12	Uniform Policy		C	A	R	I	
5.13	Child welfare and Safeguarding Policy	A	C	R	R	I	Academy Policy based on MKET model policy
5.14	Sex Education Policy		C	A	R	I	
5.15	Attendance Policy		C	A	R	I	Academy Policy based on MKET model policy
5.16	MKET Pupil Premium Plan and Report	A	R				Based on MKET template
5.17	Pupil Premium Policy			A	R	I	Academy Policy based on MKET model policy
5.18	Pupil Premium Plan / Report		C	A	R	I	Based on MKET template
5.19	Educational visits policy		C	A	R	I	Academy Policy based on MKET model policy
5.20	Academy Prospectus		C	A	R		Based on MKET guidelines
5.21	Academy website				A		Based on MKET guidelines
<b>6. FACILITIES AND ASSETS</b>							
6.1	Trust Health and Safety Statement	A	M	R	I		
6.2	Academy Health & Safety Policy			A	M	R	I
6.3	Asset Management Policy	A	R			C	
6.4	Asset management Plan	A	R	C		I	