			\$	SHINE Ac	ademies Scł	neme of I	Delegation										
Responsible - Those who do the work to		Delegation															
Accountable /Approver - The one ultima met and who delegates the work to those	tely answerable for the completion of the deliverable or task; the one who ensures the prerequisites of the task are e responsible. Accountable must sign off on any work that Responsible provides. There is only one Accountable								Breitege								
specified for each task or deliverable.	soucht, and with whom there is two-way communication				Poord and Committe						Fue	utius Officers					Local Governing
Informed - Those who are kept up-to-date on progress, often only upon completion of the task or deliverable, and with whom there is one-way		Members	Trustees	Audit, Risk &	Board and Committe Finance and	Pay	Performance and	CEO performance	CEO (outside of	CFO	Director of	utive Officers Director of Family		Headteachers	Assistant Finance	Company	Bodies
communication.				Compliance	General Purposes		Standards	Management Committee	capacity as Trustee)		Primary Education	Services	Operations		Manager	Secretary	
Procedural / Governance					<u>I</u> I					1							-
1 Members appointment a		A							С							R	
	nd removal - Article 50 (10 trustees)	А	С						С							R	
	intment and removal of Chair and Vice Chair		A						c							R	4
	erence for trustees' and school committees ral of committee chairs (including local governing bodies)		A	C C	C C	C	c		C C							R	
6 Appointment and remov			A	c	c	с с	c		c							R	C C
7 Revision and agreement		А	С			_			c	с						R	
	committees: appoint and removal		A						R								
9 Governance skills audit,	succession and training		A													R	
10 Register of interests			A													R	4
11 Staff / Parent Governor elections														AR			
12 Updates to Companies House 13 Updates to GIAS			A													R	
13 Opdates to GIAS			~		I I				l	1			l			n i i	
Strategic 14 Trust Vision and core values				C		C	C		R	C	C	C	C	C		C	
15 School ethos	465								N.					R			A
	ust including approval of development plan		A						R								1
17 Admission of new academies/sponsored schools to the trust			A						R								
Entering into Funding Ag	reements, property leases or other legal arrangements for admission of academies		А	С	c				R	R			R			R	
18																	
19 Determine the level of delegation (authorised to approve/amend organisational scheme of delegation) 20 Determine delegation of policies (see policy delegation)			A						С	С	с	С	С			R	<u> </u>
	lopment and improvement plans		^							c	c	C	C	R		n	
22 Determine strategic visio			A		с				R	R	<u> </u>	~	~				
Education / Curriculum																	
														6			
23 Approval and oversight of	of whole trust targets for pupil attainment, progress, attendance and punctuality						^		к		к			L L			1
as Assessed as described.	- A select because for a configuration of a constant selection of a constant line.													R			А
	g of school targets for pupil attainment, progress, attendance and punctuality g of school targets for teaching and learning													P			-
														N			<u> </u>
26 Approval and monitoring	g of school targets around pupil wellbeing (behaviour and safety including safeguarding)						1.00							R			A
	anning, implementation and review						1				С			AR			1
28 SEND provision							l.				AR			R			A
	t and assurance that needs are being met		A											R			A
	activities (clubs, visits, extra-curricular activities)													AR			I
31 Term dates			A						AR					R			1
	he school day and wrap around care		A											R		R	
34 Suspensions	33 Complaints (subject to type of complaint as set out in complaints policy) 24 Suspensions		A											R		R	1
35 Permanent Exclusions			A											R		R	i and
36 Exclusion appeals			A											R		R	1 1
37 School admission policie														R		R	A
38 School admission (signifi			A						R					R			с
39 School admission appeal	ŝ		AR						С					R		R	
Finance	Completion and entropy of entropy energy to						T		_						T		
40 Statutory reporting	Completion and approval of annual accounts		A		Ċ				R	R							1
statutory reporting	Completion and submission of other accounting returns including PAYE, VAT, grant and project returns		A		С				R	R							
	Approval of external auditors	A		с						R							+
41 Internal control	Maintainence of gifts and hospitality register			A												R	
	Assurance over adequacy of systems of internal financial control			А					R	R							
	Approval of trust annual budget, academy allocations and contributions				A				С	R							1
Budget & Management	Preparation of detailed financial plans at school level				A				С	R				R			С
	Authority to make budget virements (subject to limits set out in SHINE Financial				А				А	AR				А			
																	4
42 reporting	Procedures)																
	Procedures) Receipt and review of management accounts Placing orders for goods and services, entering into contracts within delegated		A		A					R							

	Procurement	Renewal of annual service level agreements within delegated limits (central															
		procurement however may be delegated to schools)			A					к							1 1
44														Δ.			
		Expenditure up to £499								к				A			1 1
	Expenditure (as set out in	Delegated expenditure limit of up to £50,000							A	к							1 1
	financial regulations)									R							
		Expenditure between £50,001 - £214,904								к							1 1
		Expenditure over £214,904		A						к							1 1
	Banking authority & cash management	Cash flow management, treasury and investment		A						R							
45		Open a bank account		A						R							
																	1
		BACs payments under £200,000 (limits according to Bank Authorisations policy)							А	AR	А		A		AR		1 1
		BACs payments under 1200,000 (Inints according to Bank Authonisations policy) BACs payments over £200,000			A			-		R							+
		BACS payments over £200,000			^					n.							4
46	Income	Irrecoverable debt write off (Limits as per Financial Procedures document)		A	A				А	R							1 1
		Approval of fixed asset register			A			+					ĸ				4J
		Disposal of stock, stores and assets under £1,000				-											4
		Disposal of assets over £1,000 (subject to limits set out in financial regulations)			A								R				
Hun	nan Resource																
				6													
	Staff structure - as per	Approval of annual staffing budgets							[°]	^				^			
49	Recruitment and Selection																
	Policy				С				А				R				
	i oney	Approval of newly created job roles															
		Approval of formal restructure plans and changes to staff structure		A					R								
	Recruitment and onboarding (please see appointment of staff grid)	Recruitment and appointment of CEO	1	AR													
50		Recruitment and appointment of Central Executive Officers		A					AR								
		Recruitment and appointment of Headteachers							AR	R	R	R	R				
		Recruitment and appointment of other staff (except settlement/redundancy)												AR			
		Trust pay policy and structure		A		R				R							
		Pay awards				A				R							
51	Pay	Annual pay progression for CEO				A				R							1 1
		Annual pay progression for Executive Officers except CEO				A				R							
		Annual pay progression for other staff within salary structure and staff budget								R				A			
	Performance	Objective setting and performance appraisal for CEO		A				R									
52		Objective setting and performance appraisal for Executive Officers							AR								
	management	Objective setting and performance appraisal for other staff				A				R	R	R	R	AR			
		Suspension or dismissal of CEO		AR													
	Disciplinary and/or	Suspension or dismissal of Central Executive Officers		A					R								
53	termination (as per	Suspension or dismissal of Headteachers		A					R								
	Disciplinary Procedure)	Suspension or dismissal of other staff (except settlement/redundancy)		A					R				R	R			
Hea	Ith & Safety	(and provide the p				1											
nea		Provide the edeeuery of heath and cafety practice throughout the trust					1	1									
		Ensuring the adequacy of heath and safety practice throughout the trust		A					ĸ				R	R			R
		School and places of work health and safety arrangements		A									ĸ				к
54	Premises and Health and	Critical incident planning		A			-	-					R	R			с
54	Safety	RIDDOR and accident planning		A									R	R			с
		Statutory compliance including training and use of risk assessments		A									R	R			С
		General monitoring, action plans in relation to safety of sites including buildings											R	R			А
-		conditions															
Safe	guarding																
55		Safeguarding Policy		А					R			R		R			
		Safeguarding procedures, including SCR		А					AR	AR	AR	AR	AR	AR		AR	A
GDP	R																
		Ensure suitability GDPR Policy		A			1	1					R				
56		Ensure GDPR procedures are in place, including monitoring and keeping up to date		A									R				<u> </u>
		Appointment of a DPO Officer (Trust and at school level)		A	C								R				
		Appointment of a bit o Officer (Trust and at school level)															1