

SHINE Academies Scheme of Delegation

Responsible - Those who do the work to complete the task
 Accountable / Approver - The one ultimately answerable for the completion of the deliverable or task; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. Accountable must sign off on any work that Responsible provides. There is only one Accountable specified for each task or deliverable.
 Consulted - Those whose opinions are sought, and with whom there is two-way communication
 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 communication.

		Delegation														Local Governing Bodies	
		Board and Committees						Executive Officers									
		Members	Trustees	Audit, Risk & Compliance	Finance and General Purposes	Pay	Performance and Standards	CEO performance Management Committee	CEO (outside of capacity as Trustee)	CFO	Director of Primary Education	Director of Family Services	Director of Operations	Headteachers	Assistant Finance Manager	Company Secretary	
Procedural / Governance																	
1	Members appointment and removal	A							C								R
2	Trustees appointment and removal - Article 50 (10 trustees)	A	C						C								R
3	Board of Trustees - appointment and removal of Chair and Vice Chair		A						C								R
4	Approval of terms of reference for trustees' and school committees		A	C	C	C	C		C								R
5	Appointment and removal of committee chairs (including local governing bodies)		A	C	C	C	C		C								R
6	Appointment and removal of committee members		A	C	C	C	C		C								R
7	Revision and agreement of Articles of Association	A	C						C	C							R
8	Clerk to Trust Board and committees: appoint and removal		A						R								R
9	Governance skills audit, succession and training		A														R
10	Register of interests		A														R
11	Staff / Parent Governor elections												AR				R
12	Updates to Companies House		A														R
13	Updates to GIAS		A														R
Strategic																	
14	Trust Vision and core values		A	C	C	C	C		R	C	C	C	C	C		C	C
15	School ethos													R			A
16	Overall strategy of the trust including approval of development plan		A						R								I
17	Admission of new academies/sponsored schools to the trust		A						R								
18	Entering into Funding Agreements, property leases or other legal arrangements for admission of academies		A	C	C				R	R			R				R
19	Determine the level of delegation (authorised to approve/amend organisational scheme of delegation)		A						C	C	C	C	C				R
20	Determine delegation of policies (see policy delegation)		A														R
21	Approval of school development and improvement plans									C	C	C	C	R			A
22	Determine strategic vision for investment priorities		A		C				R	R							
Education / Curriculum																	
23	Approval and oversight of whole trust targets for pupil attainment, progress, attendance and punctuality						A		R		R			C			I
24	Approval and monitoring of school targets for pupil attainment, progress, attendance and punctuality													R			A
25	Approval and monitoring of school targets for teaching and learning						I							R			A
26	Approval and monitoring of school targets around pupil wellbeing (behaviour and safety including safeguarding)						I							R			A
27	Curriculum provision: planning, implementation and review						I				C			AR			I
28	SEND provision						I				AR			R			A
29	Stakeholder engagement and assurance that needs are being met		A											R			A
30	Provision of enrichment activities (clubs, visits, extra-curricular activities)													AR			I
31	Term dates		A						AR					R			I
32	Length/organisation of the school day and wrap around care		A											R			I
33	Complaints (subject to type of complaint as set out in complaints policy)		A											R		R	I
34	Suspensions		A											R		R	I
35	Permanent Exclusions		A											R		R	I
36	Exclusion appeals		A											R		R	I
37	School admission policies and criteria													R		R	A
38	School admission (significant change including PAN)		A						R					R			C
39	School admission appeals		AR						C					R		R	
Finance																	
40	Statutory reporting		I	A		C			R	R							
	Completion and approval of annual accounts		I	A		C			R	R							
	Completion and submission of other accounting returns including PAYE, VAT, grant and project returns		A	A		C			R	R							
41	Internal control		A		C					R						R	
	Approval of external auditors		A		C					R							
	Maintenance of gifts and hospitality register				A												
	Assurance over adequacy of systems of internal financial control				A				R	R							
42	Budget & Management reporting				A				C	R							I
	Approval of trust annual budget, academy allocations and contributions				A				C	R							
	Preparation of detailed financial plans at school level				A				C	R				R			C
	Authority to make budget virements (subject to limits set out in SHINE Financial Procedures)				A				A	AR				A			
	Receipt and review of management accounts		A		A					R							
43	Purchasing &									AR							
	Placing orders for goods and services, entering into contracts within delegated budget (subject to limits set out in financial regulations)									AR							

