



Scheme of Delegation 2024/25

Document Version Control

Policy Type	Statutory Document
Author	Governance and Compliance Manager
Approved By	Trust Board
Approved Date	September 2024
Date of Next Review	Document will be reviewed annually or upon any significant changes to the Trust.
Description of Changes	An introduction / commentary has been added to explain the purpose of the document and about the Trust approach to governance. The delegated duties section has been significantly amended for simplification. This should be treated as a new document.

1.0 Introduction

SHINE Academies is a Multi-Academy Trust (MAT) and is run by a CEO supported by a Board of Trustees and Executive Leadership Team who are accountable to the Department for Education (DfE).

The Trust Board have overall legal responsibility for the operation of the MAT and the schools within it. The Articles of Association for the Trust allow for the Trust Board to delegate certain responsibilities as they see fit. The Trust believes that many decisions can, and should, be delegated to the Central Team, to committees (including panels and Local Governing Boards) and to individual Headteachers/Heads of School.

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring Members, Trustees, committees, the Central Team and Headteachers/Heads of School are clear about their responsibilities and accountabilities, allowing everyone to focus on improving outcomes for the children who attend our schools.

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

The Trust reserves the right to place restrictions on schools that are judged to be in need of additional support in any area. This judgement could be external (for example when a school moves from a 'Good' to 'Requires Improvement' rating as a result of an OfSTED inspection) or could be a judgement that comes internally from the CEO or Director of Primary Education, who would then request that Trustees agree on any restrictions deemed necessary in any delegated authority.

All schools are required to operate according to the Trust's policies and procedures, which staff can find on the Shared Policy area.

Members, Trustees, LGBs and staff must all adhere to the requirements of the ESFA Academy Trust Handbook.

Any delegated authority will be given in accordance with the Trust's Articles of Association.

2.0 Scheme of Delegation Key

- 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

SHINE Academies Scheme of Delegation 2024/25

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. Consulted - Those whose opinions are sought, and with whom there is two-way communication		Delegation												
		Board and Committees						Executive Officers					Local Governing Bodies	
		Members	Trustees	Audit, Risk & Compliance	Finance and General Purposes	Pay	Performance and Standards	CEO performance Management Committee	CEO (outside of capacity as Trustee)	CFO	Central Team	Headteacher	Head of School	
Procedural / Governance														
1	Members appointment and removal	A	C								C			
2	Trustees appointment and removal - Article 50 (10 trustees)	A	C								C			
3	Board of Trustees - election and removal of Chair and Vice Chair		AR								C			
4	Approval of terms of reference for committees (including local governing bodies)		AR								C			C
5	Appointment and removal of committee chairs (including local governing bodies)		AR								C			C
6	Disband ineffective LGBs and establish Emergency Governance Arrangements (Advisory Interim Boards)		AR								C			
7	Ensuring an adequate skill set on the Trust Board, particularly for finance	C	AR											
8	Agree named Trustee lead for Safeguarding, SEND, Pupil Premium, LGB and Whistleblowing		AR											
9	Revision and agreement of Articles of Association	A	C								R			
10	Determine and approve Trust-wide policies in line with Trust Policy Compliance Dashboard and DfE approval guidelines		A								R			
11	Determine and approve school level policies in line with DfE approval guidelines		A									R	R	A
12	Maintainance of register of business interests		A								R			
13	Staff / Parent Governor elections											AR	AR	

14	Ensure website compliance across the Trust		A							R	R				
15	Panel meetings (Complaints, Staff Disciplinary, Absence, Pupil Discipline)		AR							R			R		
16	Monitoring of staff, parent and pupil voice		C							R	R	R	A		
Strategic															
17	Trust Vision and core values		A	C	C	C	C			R		C	C	C	
18	School ethos and values								C		C	R	R	A	
19	Setting the overall strategy of the trust including approval of development plan and priorities		A							R					
20	Admission of new academies/sponsored schools to the trust		A							R		C			
21	Entering into Funding Agreements, property leases or other legal arrangements for admission of academies		A	C	C					R		C			
22	Approval and Implementation of Trust Growth Strategy		A							R		C			
Education / Curriculum / School Operations															
23	Approval and oversight of whole trust targets for curriculum, pupil attainment, progress, attendance and punctuality		C				A					R	C	C	
24	Approval and monitoring of school targets for curriculum, pupil attainment, progress, attendance and punctuality and quality of education in line with the Trust approach											R	R	A	
25	Approval of School Development and Improvement plans in line with Trust priorities						C					A	R	R	A
26	Ensuring robust safeguarding practice is in place across the Trust		A							R		R	R	R	A
27	Ensuring compliance with the SEND code of Practice (for each school)						C					R	R	A	
28	Keeping admission and attendance registers											C	AR	AR	
29	Approval of changes to uniforms												R	R	A
30	Approval of term dates		A							R					
31	Length/organisation of the school day		A							R					

50	Renewal of annual service level agreements within delegated limits (central procurement however may be delegated to schools)				A					R				
51	Opening a bank account		A							R				
52	Irrecoverable debt write off (<i>Limits as per Financial Procedures document</i>)		A		A			A		R				
Audit, Risk and Compliance														
53	Appoint and remove external auditors	A	C						R					
54	Appoint and remove internal auditors		A	C						R				
55	Approve annual internal scrutiny programme			A						R				
56	Maintenance of gifts and hospitality register			A							R			
57	Monitoring and Implementation of Trust Risk Register		C	A							R			
Human Resource														
58	Agree MAT staffing structure		A						R		C			
59	Agree school staffing structure										C	AR	AR	C
60	Approval of newly created job roles								AR		R			
61	Agree CEO appraisal and pay award		A					AR						
62	Agree appraisal and pay awards for Trust Central Team and school senior/teaching staff					AR					R			
63	Agree appraisal and pay awards for school support staff											AR	AR	
64	Appointing staff - refer to delegations for appointing staff document		A								R	R	R	C
65	Monitor adherence to the Equalities Act		A								R			
Health & Safety and Estates														
66	Setting health and safety policies and estates management strategy		A								R			
67	Monitoring of fixed asset register				A						R			
68	Disposal of stock, stores and assets under £1,000										AR			
69	Disposal of assets over £1,000 (<i>subject to limits set out in financial regulations</i>)				A						R			
70	Ensuring the adequacy of health and safety practice throughout the trust		A								R	R	R	C

71	RIDDOR and accident planning		C	A									
72	Statutory compliance including training and use of risk assessments		C	A						R			
73	General monitoring, action plans in relation to safety of sites including buildings conditions		C	A						R	R	R	A
GDPR													
74	Ensure suitability of GDPR Policy		A							R			
75	Ensure GDPR procedures are in place, including monitoring and keeping up to date		A							R			
76	Appointment of a Data Protection Officer (Trust and at school level)		C							AR			