SHINE Academies Scheme of Delegation

#	Task	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	Local Governing Bodies
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	C
6	Appointment and removal of committee members		A	C	C	C	C		C							R	C
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								
9	Governance skills audit, succession and training		A													R	
10	Register of interests		A													R	
11	Staff / Parent Governor elections													AR			
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	I
20	Determine delegation of policies (see policy delegation)		A													R	I
21	Approval of school development and improvement plans								C	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 — Completion and approval of annual accounts	I	A		C				R	R							
40	Statutory reporting — Completion and submission of other accounting returns including PAYE, VAT, grant and project returns		A		C				R	R							
41	Internal control — Approval of external auditors	A		C					R								
41	Internal control — Maintainence of gifts and hospitality register			A												R	
41	Internal control — Assurance over adequacy of systems of internal financial control			A					R	R							
42	Budget & Management reporting — Approval of trust annual budget, academy allocations and contributions				A				C	R							I
42	Budget & Management reporting — Preparation of detailed financial plans at school level				A				C	R				R			C
42	Budget & Management reporting — Authority to make budget virements *(subject to limits set out in SHINE Financial Procedures)*				A				A	AR				R			
42	Budget & Management reporting — Receipt and review of management accounts		A		A					R							
43	Purchasing & — Placing orders for goods and services, entering into contracts within delegated budget *(subject to limits set out in financial regulations)*									AR							

#	Area	Task	Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8	Col9	Col10	Col11	Col12	Col13	Col14	Col15
	Procurement	Renewal of annual service level agreements within delegated limits (central procurement however may be delegated to schools)				A					R						
44	Expenditure (as set out in financial regulations)	Expenditure up to £499									R				A		
		Delegated expenditure limit of up to £50,000							A		R						
		Expenditure between £50,001 - £214,904									R						
		Expenditure over £214,904		A							R						
45	Banking authority & cash management	Cash flow management, treasury and investment		A							R						
		Open a bank account		A							R						
		BACs payments under £200,000 (limits according to Bank Authorisations policy)							A	AR	A			A		AR		
		BACs payments over £200,000				A					R						
46	Income	Irrecoverable debt write off *(Limits as per Financial Procedures document)*		A		A			A		R						
		Approval of fixed asset register				A							R				
		Disposal of stock, stores and assets under £1,000															
		Disposal of assets over £1,000 *(subject to limits set out in financial regulations)*				A							R				
Human Resource																	
49	Staff structure - as per Recruitment and Selection Policy	Approval of annual staffing budgets		C		A			R	R			R				
		Approval of newly created job roles		A									R				
		Approval of formal restructure plans and changes to staff structure		A						R							
50	Recruitment and onboarding (please see appointment of staff grid)	Recruitment and appointment of CEO	I	AR													
		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				
51	Pay	Trust pay policy and structure		A			R			R							
		Pay awards					A			R							
		Annual pay progression for CEO					A			R							
		Annual pay progression for Executive Officers except CEO					A			R							
		Annual pay progression for other staff within salary structure and staff budget								R			A				
52	Performance management	Objective setting and performance appraisal for CEO		A			R										
		Objective setting and performance appraisal for Executive Officers							AR								
		Objective setting and performance appraisal for other staff				A			R	R	R	R	AR				
53	Disciplinary and/or termination (as per Disciplinary Procedure)	Suspension or dismissal of CEO	AR														
		Suspension or dismissal of Central Executive Officers	A						R								
		Suspension or dismissal of Headteachers	A						R								
		Suspension or dismissal of other staff (except settlement/redundancy)	A						R			R	R				
Health & Safety																	
54	Premises and Health and Safety	Ensuring the adequacy of heath and safety practice throughout the trust	A						R			R	R			R	
		School and places of work health and safety arrangements	A									R	R			R	
		Critical incident planning	A									R	R			C	
		RIDDOR and accident planning	A									R	R			C	
		Statutory compliance including training and use of risk assessments	A									R	R			C	
		General monitoring, action plans in relation to safety of sites including buildings conditions										R	R			A	
Safeguarding																	
55		Safeguarding Policy	A						R			R	R				
		Safeguarding procedures, including SCR	A						AR	AR	AR	AR	AR	AR		AR	A
GDPR																	
56		Ensure suitability GDPR Policy	A									R					
		Ensure GDPR procedures are in place, including monitoring and keeping up to date	A									R					
		Appointment of a DPO Officer (Trust and at school level)	A	C								R					