



# Scheme of Delegation 2024/25

## Document Version Control

Policy Type	Statutory Document
Author	Governance and Compliance Manager
Approved By	Trust Board
Approved Date	April 2025
Date of Next Review	September 2025
Version	2
Description of Changes	<p>A new role, 'Informed' has been added across the responsibility matrix.</p> <ul style="list-style-type: none"><li>Item No. 15: Addition of school website compliance item.</li><li>Item Nos. 20/21/23: Addition of 'Informed'</li><li>Item Nos. 25/26: Accountability/Responsibility amended, DOO and LGB now 'Consulted'</li><li>Item No. 27: Trust safeguarding responsibility amended</li><li>Item No. 28: Safeguarding in school line added.</li><li>Item No. 29: SEND (Special Educational Needs and Disabilities) responsibility amended, Performance and Standards Committee now 'Informed'.</li><li>Item No. 34: Accountability/Responsibility amended, Trust Board/CEO informed.</li><li>Item No. 35: DOP and Trust Board/LGB now informed.</li><li>Item No. 37: Responsibility amended, CEO consulted and LGB informed.</li><li>Item No. 38: Finance &amp; General Purposes (F&amp;GP) informed, DOP consulted.</li><li>Item No. 43: Accountable/responsible amended, Central Team consulted, differentiation made between Headteacher and Head of School.</li><li>Item No. 61: Accountability and responsibility amended.</li><li>Item No. 62: Accountability and responsibility amended.</li><li>Item No. 65: Responsibility amended.</li></ul>

## 1.0 Introduction

Our Multi-Academy Trust (MAT) is run by a CEO with a Board of Trustees and is 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														
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		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	Headteachers	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)		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		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			
15	Ensure school websites are compliant											AR	AR	
16	Panel meetings (Complaints, Staff Disciplinary, Absence, Pupil Discipline)		AR								R			R
17	Monitoring of staff, parent and pupil voice		C								R	R	R	A
Strategic														
18	Trust Vision and core values		A	C	C	C	C		R			C	C	C
19	School ethos and values								C		C	R	R	A
20	Setting the overall strategy of the trust including approval of development plan and priorities		A						R			I	I	
21	Admission of new academies/sponsored schools to the trust		A						R		C	I	I	
22	Entering into Funding Agreements, property leases or other legal arrangements for admission		A	C	C				R		C			
23	Approval and Implementation of Trust Growth Strategy		A						R		C	I	I	
Education / Curriculum / School Operations														
24	Approval and oversight of whole trust targets for curriculum, pupil attainment, progress, attendance and punctuality		C				A				R	C	C	
	Approval and monitoring of school targets for curriculum, pupil attainment, progress, attendance and punctuality and quality of education in line with the Trust approach										C	AR	AR	C
26	Approval of School Development and Improvement plans in line with Trust priorities						C				C	AR	AR	C
27	Ensuring robust safeguarding practice is in place across the Trust		A						R		A	R	R	
28	Ensuring robust safeguarding practice is in place in each school		I								I	AR	AR	A
29	Ensuring compliance with the SEND code of Practice		A				I				I	AR	AR	I
30	Keeping admission and attendance registers										C	AR	AR	
31	Approval of changes to uniforms											R	R	A
32	Approval of term dates		A						R					I
33	Length/organisation of the school day		A						R					I
34	Approval of extraordinary school closures		I						I			AR	AR	
35	Approval of Exclusions (Fixed term or permanent)		I								I	AR	AR	I
36	Approval of school admission policies and criteria		A								R	R	R	
37	School admission (significant change including PAN)		A						C			R	R	I
38	Approval of pupil premium and sports premium strategies and monitoring				I						C	R	R	A
Financial Delegation and Budget														
39	Appointing senior executive leader as Accounting Officer		AR											
40	Appointing Chief Financial Officer		A						R					
41	Approval of SHINE Financial Procedures				A					R				
42	Approve Trust Three Year Budget Return		A		C					R				
43	Agree a budget plan to support delivery of school strategic priorities		A							AR	C	R	C	
44	Receipt and review of management accounts		A*		A					R				
45	Monthly budget monitoring				C					AR				
46	Authority to make budget virements (subject to limits set out in SHINE Financial Procedures)				A				A	AR		A	A	
47	Authority to make budget virements from carry forwards (subject to limits set out in SHINE				A				A	AR				
48	Delegated Expenditure Limits									R				
	Up to £499								A	R				
	Up to £50,000									R				
	between £50,001 - £214,904				A					R				
	Over £214,904		A							R				
49	Placing orders for goods and services, entering into contracts within delegated budget (subject to limits set out in SHINE Financial Procedures)		A		A					R				
50	Produce annual report and accounts in line with the Charity Commissions's Statement of		A						R					
51	Submit ESFA required reports and returns		A							R				
52	Renewal of annual service level agreements within delegated limits (central procurement however may be delegated to schools)				A					R				
53	Opening a bank account		A							R				
54	Irrecoverable debt write off (Limits as per Financial Procedures document)		A		A				A	R				
Audit, Risk and Compliance														
55	Appoint and remove external auditors	A	C						R					
56	Appoint and remove internal auditors		A	C						R				
57	Approve annual internal scrutiny programme			A						R				
58	Maintenance of gifts and hospitality register			A							R			
59	Monitoring and Implementation of Trust Risk Register		C	A							R			
People														
60	Agree MAT staffing structure		A						R		C			
61	Agree school staffing structure								A			R	R	
62	Deployment of school staffing structure										C	AR	AR	I
60	Approval of newly created job roles								AR					
61	Agree CEO appraisal and pay award							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										R	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	R	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 (subject to limits set out in financial regulations)				A						R			
70	Ensuring the adequacy of health and safety practice throughout the trust		A								R	R	R	C
71	RIDDOR and accident monitoring		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							AR	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								AR	R	R	A
76	Appointment of a Data Protection Officer (Trust and at school level)		C								AR			