



DRAFT - SCHEME OF DELEGATION 2025-26

SHINE Multi Academy Trust



SHINE Scheme of Delegation

The scheme of delegation outlines the different areas of responsibilities for, it has been divided into the following sub areas in which the responsibilities of each group are shown.

- Governance and Leadership
- High Quality and Inclusive Education
- School Improvement
- Workforce
- Finance and Operations

KEY

R	RESPONSIBLE	The person/group who actually carries out the process or task assignment; responsible for getting the job done
A	ACCOUNTABLE	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) is accountable to this group
C	CONSULTED	People who are not directly involved with carrying out the task, but are consulted and may contribute to the shaping
I	INFORMED	Those who receive information about the process or task, or need to stay informed

The scheme of delegation identifies the lead responsibility for each duty. Roles are abbreviated as follows:

Resources Committee	Resources
Chief Executive Officer	CEO
Chief Finance Officer	CFO
Human Resources Director	HRD
School Improvement Lead	SIL
Data Protection Officer	DPO
Local Governing Body	LGB
Headteacher	HT



	Members	Trust Board	Resources	CEO	Central Team	LGB	HT
Determine and approve the Trust's vision, ethos and strategic direction.	I	A		A/R	I	I	I
Determine and approve the key priorities and key performance indicators against which the vision can be measured (short/medium/long term)		A		R			
Design a Trust Strategic/Business plan in line with strategic aims of the Trust to incorporate KPIs <i>(Collaborative working between Trustees and Central Team to develop the themes/CEO to write in order for 'one voice' to be the thread.)</i>		A		A/R	R (CFO,HRD,SIL)		
Approve strategic plan and review performance of the Trust against KPIs regularly		A		R			
Ensure delivery of the strategic objectives through implementation of the current strategic plan <i>(Areas of responsibility and accountability made clear through the five areas of the plan)</i>		R	R	A	R (CFO,HRD, SIL)		
Design and implement an annual School Improvement Plan at each academy which includes whole MAT targets as well as individual school priorities				C		C	A/R
Hold leaders to account for the progress made against identified priorities in the SIP.		A		A		A	
To hold leaders accountable at a local level for the educational performance of pupils (at each academy)		A		A	R (SIL)	R	C
To hold the executive leadership accountable for the educational performance of pupils across the Trust	I	A/R		R			I



	Members	Trust Board	Resources	CEO	Central Team	LGB	HT
Analysis and reporting of assessment data, including statutory data at a local level (at each academy)		A				I	R
Analysis and reporting of assessment data at a Trust level		C		A/R			
To determine annually the Appraisal and Performance Management Policy		A		R	R (HRD)	I	I
To ensure that the Appraisal and Performance Management process is implemented annually according to policy		A		R	R (HRD)	I	R
To manage the annual appraisal and salary review for the Chief Executive Officer		A/R					
To manage the annual appraisal and salary review for the Academy Headteacher		A		R		R	C
Approve the Trust Annual Budget Plan to support the delivery of Trust key priorities		A	R	A	R (CFO)		
Approve the Trust Three Year Budget Plan to support the delivery of Trust key priorities		A	R	A	R (CFO)		
Approve the academy Annual budget plan to support the delivery of key priorities		A	R	A	R (CFO)		R
Approve the academy Three Year budget plan to support the delivery of key priorities		A	R	A	R (CFO)		R
Ensure that there are appropriate financial controls in place and that there is regularity, probity and value in relation to management of public funds		A	R	A	R (CFO)		
Ensure that the Pupil Premium, LAC and Sports funding is spent appropriately (Governors and Standards Committee will review and challenge to ensure value for money)		I/A		A		A	R
Ensure effective engagement with parents and community at a local level						A	R



	Members	Trust Board	Resources	CEO	Central Team	LGB	HT
Provide feedback to the Board from stakeholders at each school.		I		A		A	C
Comply with charity, company, employment and equality law, GDPR and Health and Safety.	A	A		R	R (CFO,HRD)	R	R
Funding agreement – Trust complies with all obligations including the Academies Financial Handbook		A	R	R	R	R	R
Manage response to legal claims		A	I	R	R (CFO,HRD)	I	I
Review and approval of policies (including level of delegation to academies)		A		R	R (CFO,HRD)	C	C
Implementation and delivery of a policy plan to ensure policies are reviewed and updated in a timely manner				A	R (CFO,HRD)	I	C
Determining Trust Safeguarding Policy with regard to statutory reporting		A		R		I	I
Appoint Trust Designated Safeguarding Lead		A		R		I	I
Nominate and appoint Safeguarding Lead Trustee		A		R		I	I
Monitor and review academy safeguarding policy and practice, report to Trustees/Governors, including an annual Safeguarding Audit				A/R		I	R
Appoint/remove existing Members	A/R			I	I (CFO/HRD)		
Appoint/remove Trustees	A/R			I	I (CFO/HRD)		
Establish and appoint Board Committees, including Resources, Standards and ad hoc as required (e.g. Pay Review/ Disciplinary)		A/R					
Appointment of Trust external auditors	A	A/R		R	R (CFO)		
Appointment of Trust internal auditors			A/R	R	R (CFO)		
Appointment of Trust Board Company Secretary		A		R	R (CFO/HR)		



	Members	Trust Board	Resources	CEO	Central Team	LGB	HT
Appointment of Clerk to Board and LGBs		A		R	R (CFO/HR)	C	I
Appointment of LGB Chairs		A		C	I (CFO/HR)	R	C
Appointment of governors (ensuring processes are in place for appointment of governors)		A		C	I (CFO/HR)	R	C
Prepare scheme of delegation for LGBs		A/R		C		I	I
Implement central training programme for Trustees and LGBs		A		R	R (CFO/HR)	I	I
Complete the register of business interests	C	A/C	C	R	R (CFO/HR)	C	C
Ensure policies in place to manage conflicts of interest and connected party transactions		A		A	R (CFO)		
Approve the overarching Admissions Arrangements/policy for the Trust and academies		A		A	R (HRD)	C	C
Review and approve the PAN and intake admissions criteria for each academy		A		A/R	R (CFO/HRD)	C	R
Admission appeals process and panel procedure for academies who are not purchasing appeals service through the local authority		A		A	R (HRD)	I	I
Determining the Trust Curriculum framework including assessment (the Triangle)		A		A/R		I	I
Determining the school curriculum and assessment policy in line with Trust framework and non-negotiables		A		A/R		C	R
Ensure that the statutory requirements of the curriculum content are being delivered e.g., RHSE		A		A		C	R
To annually review the academy specific Behaviour Policy, Anti Bullying Policy and analyse behaviour data termly reporting to the Board		I		C		A	R



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To hear pupil exclusion representations and determine outcome. (Pupil Disciplinary Committee)		A/R		I		R	I
To appoint a Clerk to the Pupil Disciplinary Committee who is not a Member, Trustee, Governor or the Chief Executive		I		R			
Ensure that the statutory requirements for children with special needs are met		A		A		R	R
Ensure SEND pupils are given support for learning and that the curriculum offer is ambitious		A		A		R	R
Setting term dates, INSET days and length of the academy day		A/R		R		C	R
Ensure school lunch is provided in line with the Master Funding Agreement and Education Act				A		R	R
Determining the Trust School Improvement Model and Strategy	I	A		R	C (SIL)	I	I
Ensuring appropriate levels of support, challenge and intervention at each school in order to support the delivery of education outcomes		A		R	C (SIL)	I	C
To recruit the Chief Executive Officer	I	A/R					
To recruit members of the Central Team (Trust staff)		A		R			
To recruit an academy Headteacher		A/R		R	C (HRD)	C	
To recruit staff on the leadership spine		A		R	C (HRD)	C	R
To recruit all other academy staff				A	C (HRD)	I	A/R
To suspend/dismiss the CEO		A/R					
To suspend/dismiss other staff		A		R	C (HRD)		
To determine and review the academy staffing structure including any temporary appointments		A		C	R (CFO/HRD)	I	A/R



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To determine the annual Pay Policy		A		R	R (CFO/HRD)	I	I
To monitor implementation of the Pay Policy				A	R (CFO/HRD)		R
To develop and systematically review policies relating to staff matters and to make recommendations for adoption/amendment to the Board of Trustees		A		A	R (HRD)	I	I
To determine and agree dismissal payments		A		R	R (CFO/HRD)		
To determine and agree early retirement, ill health retirement and other discretionary pension related requests.		A		R	R (CFO/HRD)		C
Determining and allocating the central services provided by the Trust and % contribution		A		R	I (CFO)	I	I
Overseeing the effectiveness of services provided centrally by the Trust		A		R	C (CFO, HRD,SIL)		
Monthly management accounts overseen		A	R	A/R			
Monthly management accounts prepared and reported		I		A	A/R (CFO)		I
Cashflow forecasting and management		A	R	R	R (CFO)		R
Maintain asset registers by academy/trust		A		R	R (CFO)		R
Completion and publication of Trust Annual Accounts	I	A		R	R (CFO)		
Response to auditor management letter		A		R	C (CFO)		
Budget forecast return and school resource management self-assessment tool		A		R	R (CFO)		
Other accounting returns to the DfE/ESFA		A		A/R	R (CFO)		
Teacher pension and Local Government pension end of year submissions				A	R (CFO)		
Corporation Tax Return		A	R	R	R (CFO)		
VAT Compliance		A		R	R (CFO)		
Compliance with ESFA funding agreements		A		R	R (CFO)		
Determining Trust insurance arrangements		A		R	R (CFO)	I	I



	Members	Trust Board	Resources	CEO	Central Team	LGB	HT
Determining the Trust Health and Safety Policy		A		R		I	I
Carry out annual Health and Safety audit at each academy		A		R		I	R
Setting the Trust Business Continuity/Recovery Plan		A		R	C (CFO)		
Setting the Academy Business Continuity/Recovery Plan		I		I	I (CFO)	A	R
Setting and overseeing the long-term maintenance plans for each academy		A		C	C (CFO)	I	R
Management of the overarching Trust Risk Register		A	R	R	C (CFO,HRD)		
Ensuring Trust website meets statutory requirements		A		R	C (CFO,HRD)		
Ensuring Academy websites meet statutory requirement		A		R		I	R
Management of GDPR and Freedom of Information Requests		A		A	R (DPO)		
Agreeing formal collaborations and partnerships		A/R		R	C	I	I