

# Scheme of Delegation

# Dixons Academies Trust Scheme of Delegation

September 2023 – August 2024

This document shows the level of delegated responsibility to the trust board and its committees, to the chief executive and the executive team in respect of key aspects of the leadership and management of the trust and its academies and to ensure compliance with legal, regulatory and statutory documents.

It should be read alongside our trust's committee terms of reference, financial handbook, governance policies and structure document.

Delegations cannot be exercised other than by the designated committee or individual, unless otherwise directed or agreed by the board, and though decisions may be delegated, the trust retains overarching responsibility for all decisions made.

The chair (or vice chair in the absence of the chair) has the power to carry out functions of the trust board ('chair's action') in exceptional circumstances\* where a delay in doing so would be:

- Seriously detrimental to the interests of our trust or / and of its academies, and
- It would not be possible to postpone the decision until a meeting of the trust board.

## Key

Responsibility	Who is responsible for carrying out the task
Accountable	The body who is responsible in legal, regulatory or statutory terms
Consult	Discussion before action taken
Support	Provide assistance to complete the task
Inform	Keep up to date on progress
Prepare	Prepare documents

Abbreviation	Full name
ARC	Audit and Risk committee
CEO	Chief Executive
CPO	Chief People Officer
DCEO	Deputy Chief Executive
FD	Finance Director
FIN	Finance committee
Dir SG	Director of Safeguarding
ED	Executive Director
FL	Functional Lead
ED-E	Executive Director - Estates
HoG	Head of Governance and Executive Services
IP	Independent Panel
OBM	Operation Business Manager
SFC	Senior Financial Controller
VC	Vice Chair of Trustees

**\* the use of the chair's action must remain compliant with the trust's financial regulations**



Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
<b>Vision, ethos and strategy</b>							
Set trust vision	I	A	R	S	I	I	
Set trust strategy	I	A	R	S	I	I	
Set trust culture and values	I	A	R	S	I	I	
Set academy transformation plan in line with trust priorities	I	I	R	R	I	S	
Engage with parents		A	C		R	S	
Contact with Regional DfE Directors to discuss potential new academies		I	R				
Approve or progress to due diligence		R	S				
Approve to sign and issue MoU of transfer to Dixons		R	S				
<b>Governance, risk and compliance</b>							
Approve amendments to memorandum and articles, subject to Charity Commission and DfE approval as appropriate	A	I	R				
Approve scheme of delegation		R	C	C			P - HoG
Appoint members	R	C					
Appoint up to 9 trustees	R	C	C				
Appoint trustees above 9 in number	I	R	C				
Dismiss trustees	R	I	C				
Remove the board and re-appoint new trustees	R	I	C				
Ensure finance skill set on board		R	C				S - HoG
Establish and appoint board committees		R	C				S - HoG
Appoint committee chairs		R					
Appoint associate trustees		R	C				
Attend an academy's Ofsted inspection as the governance representative		R			S		

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
Determine local governance tier structure		R	C	C	C	C	S - HoG
Establish and appoint academy improvement boards (AIB)	I	R	C	C - DCEO	C	C	S - HoG
Appoint chair of an AIB		C	R		I	I	
Establish and appoint local academy boards (LABs)		R	C	C - DCEO	C	C	S - HoG
Appoint chairs of LABs		R	C				S - HoG
Appoint LAB ambassadors					R	C	I - HoG
Appoint governance professional		A	R				S - HoG
Review the effectiveness and integrity of systems of internal control		R - ARC					S - HoG
Approve a risk management framework and risk policy		R - ARC					
Approve the internal audit strategy and annual internal audit plan		R - ARC					
Monitor internal auditor reports and ensure implementation of actions		R - ARC					
Review internal and external reports and make recommendations to the trust board		R - ARC					P - HoG
Review the annual statement of assurance		R - ARC					
Approve a business continuity and emergency response framework		R - ARC					
<b>Growth</b>							
Lead the work of the due diligence process		I	I	R			P - FLs
Approve to proceed at stage 1 of due diligence process		R	P	P			I - FLs
Approve to proceed at stage 2 of due diligence process	I	R	P	P			I - FLs
Prepare final report for trustees to review at stage 2				R			S - LFs
Approve appointment of independent external due diligence advice	I	I	R				I - FLs
Approve transfer and sign transfer documents		R	S				S - HoG

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
<b>Education delegations</b>							
<b>Educational performance</b>							
Set trust approach to curriculum, assessment, with regard to statutory requirements		A	R		I	C	
Deliver early years foundation stage (EYFS) in line with statutory requirement		A	C	C		R	
Set and deliver school curriculum and assessment in line with trust approach		A	C	C		R	
Approve curriculum policies as required by school(s) (religious education, sex and relationships education, collective worship)		R	S	P - DCEO / ED	I	S	
Production of educational data		A	A	R			
Analysis of educational data		A		R - DCEO / ED	I	S	
Set behaviour and welfare policies (behaviour, exclusions)		A	R				S - Dir of SG
Deliver careers guidance, with regards to statutory requirements		A	S	S		R	
Ensure compliance with SEND code of practice		A	S			R	
<b>Safeguarding</b>							
Approve an equalities framework to ensure compliance with equalities legislation		A	R	C			
Nominate a safeguarding lead trustee		R	C				S - HoG
Nominate a SEND lead trustee		R	C				S - HoG
Ensure finance skill set on board		R	C				S - HoG
Approve governance policies (data protection, information sharing, freedom of information, code of conduct, complaints, whistleblowing)		R	C	C	I	I	P - HoG
Deliver support for looked after children		A	C	C		R	
Ensure the disclosure and barring service (DBS) and section 128 checks are undertaken in line with trust policy		A	R				P - OBM

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
Set safeguarding policies (safeguarding and child protection, Prevent, looked after children, safer recruitment)		A	R	C		C	P - Dir of SG
Ensure admission and attendance registers are kept in accordance with regulations		A				R	S - HoG
Ensure health and safety policies are in place		A	R			C	P - ED-E
<b>Admissions</b>							
Set admissions policies for statutory consultation		A	R	C - DCEO / ED		C	P - HoG
Determine admissions policies following statutory consultation		A	R			I	S - HoG
Implement admission arrangements in accordance with trust policy and local authority co-ordinated schemes				O		R	S - HoG
Secure an independent appeals panel			A				R - HoG
Deal with local authorities on policy issues and the school adjudicator / ESFA on admissions related issues				O - DCEOs			R - HoG
<b>Pupil exclusions and suspensions</b>							
Decide to issue a suspension						R	
Decide to permanently exclude, pending a panel meeting				C (Exec must authorise all PEX)		R	
Manage an off-site direction and managed move						R	
<b>School closures</b>							
Decide to close school for health and safety reasons			C			R	
Decide to close school for any unplanned reason			C			R	
<b>Operations</b>							
Approve or reject proposals for the acquisition / disposal of land / buildings		R - FIN					

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
Approve major capital works and long-term building projects based upon conditions		R - FIN					
Approve annual school condition allocation programme		R - FIN					
Approve health and safety framework and policies in line with statutory requirements		R					
Implement health and safety framework and policy in academies ensuring compliance				R - FD			S - ED-E
<b>Finance</b>							
Appoint senior executive leader as accounting officer		A and R					
Set delegated authority limits for financial transactions		A		R - FD			
Establish controls framework including internal audit		A - ARC		R - FD			
Develop budget		A		R			P – FD
Reviewing the annual budget and recommend its acceptance to the trust board		R and A					P - FD
Approve the annual budget		R					P - FD
Deliver monthly management accounts and forecasts		A		R			P – FD
Manage cash position		I		A			R - FD
Monitor pupil premium spend, including catch up funding, PE and sport premium		A			R		
Appoint external auditor	A and R						S - HoG
Appoint internal auditor		A - ARC	R	I			S - HoG
Review annual report and accounts, with regard to accounts consolidation exercises required by DfE		R – ARC and FIN					P - SFC
Approve annual report and accounts, with regard to accounts consolidation exercises required by DfE	I	A and R					
Set finance policies (charging and remissions, procurement)		A	R				
Manage conflicts of interest and related party transactions							R - HoG

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
Ensure compliance with ESFA requirements		A					R - FD
Ensure adequate insurance cover is in place		A	R				
<b>HR</b>							
Appoint chief executive	I	A and R					C - REMCo
Appoint company secretary	I	A and R					
Appoint CFO (or equivalent)	I	A and R	C				
Appoint all other executive positions		C	R				
Appoint principals		I	R		C		
Set approach to performance management		A	R	S - CPO			
Set levels, including inflationary increases and executive pay		A - REMCo	R	S - CPO			
Set HR policies (pay, disciplinary, grievance, capability, safer recruitment)		A	R	P - CPO			
<b>Disciplinary hearings of: (the investigating officer must be fully independent or senior to the person being investigated)</b>							
Chief Executive		R					
Executive			R				
Executive Principals			R				
Principals				R			
Academy senior leadership team						R	
Academy teaching staff and education support staff						R	
Academy operations support staff						R	
<b>Formal hearings for grievance claims made against: (the investigating officer must be fully independent or senior to the person being investigated)</b>							
Chief Executive		R					
Executive			R				
Executive Principals			R				



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Principals				R			
Academy Senior leadership team						R	
Academy teaching staff and education support staff						R	
Academy operations support staff						R	
<b>Suspension of:</b>							
Chief Executive	I	R					
Executive	I		R				
Executive Principals			R				
Principals				R			
Academy Senior leadership team						R	
Academy teaching staff and education support staff						R	
Academy operations support staff						R	
<b>Communications</b>							
Approval of press release identified as a risk to reputation		C	R				
Approval of all press responses			R				
<b>Complaints (in accordance with the complaints policy and procedure)</b>							
<b>Investigation of complaints at stage 2. Complaint against:</b>							
Chair of Trustees							R - VC
Trustee		R - CoT					
Board of Trustees			R				
Chief Executive		R - CoT					
Trust			R				
Local Academy Board			R				

Area of responsibility	Members	Trustees	Chief Exec	Executive	LAB	Principal	Other
Principal							R - Ambassador
Academy						R	
<b>The panel hearing of a stage 3 complaint against:</b>							
Chair of Trustees							R - IP
Trustees							R - 2 x Trustees and 1 Independent
Chief Executive							R - 2 x Trustees and 1 Independent
Trust							R - 2 x Trustees and 1 Independent
Local Academy Board							R - 2 x Trustees and 1 Independent
Principal							R - 2 x Trustees and 1 Independent
Academy					R		