Scheme of Delegation

2026/27

Dixons Academies Trust Scheme of Delegation

September 2026 – August 2027

This document shows the level of delegated responsibility to the trust board and its committees, to the accounting officer and school and college trust leaders in respect of key aspects of the leadership and management of our trust and our 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, our 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

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

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 and prepare documents
Inform	Keep up to date on progress

Abbreviation	Full name
ARC	Audit and risk committee
Dir SG	Director of safeguarding
CFO	Chief finance officer
CoE	Heads of centre of excellence
CoT	Chair of trustees
FIN	Finance committee
H&S	Health and safety manager
HoE	Head of estates centre of excellence
HoF	Head of finance centre of excellence
HoG	Head of governance centre of excellence
HoHR	Head of HR centre of excellence
IP	Independent panel
REMCo	Remuneration committee
ResCo	Resolutions committee
VCoT	Vice chair of trustees

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Vision, ethos and strategy								
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	
Engagement with stakeholders		A		C		R	S	
Contact with DfE regional 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				
Governance, risk and compliance								
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			S – 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						

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Appoint associate trustees		R		C				
Attend an academy's Ofsted inspection as the governance representative		R				S		
Determine local governance tier structure		R		C	C	C	C	S – HoG
Establish and appoint academy improvement boards (AIB)	I	R		C	C	C	C	S – HoG
Appoint chair of an AIB		C		R		I	I	
Establish and appoint local academy boards (LABs)		R		C	C	C	C	S – HoG
Appoint chairs of LABs		I		C		R		S – HoG
Appoint LAB ambassadors						R	C	I – HoG
Appoint governance professional		A		R				
Review the effectiveness and integrity of systems of internal control		A	R – ARC					S – HoG
Approve a risk management framework and risk policy		A	R – ARC					
Approve the internal audit strategy and annual internal audit plan		A	R – ARC					
Monitor internal auditor reports and ensure implementation of actions		A	R – ARC					
Review internal and external reports and make recommendations to the trust board		A	R – ARC					S – HoG
Review the annual statement of assurance		A	R – ARC					
Approve a business continuity and emergency response framework		A	R – ARC		P			
Growth								
Lead the work of the due diligence process		I		I	R			S – CoEs

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Approve to proceed at stage 1 of due diligence process		R		P	P			I – CoEs
Approve to proceed at stage 2 of due diligence process	I	R		P	P			I – CoEs
Prepare final report for trustees to review at stage 2					R			S – CoEs
Approve appointment of independent external due diligence advice	I	I		R				I – CoEs
Approve transfer and sign transfer documents	I	R		P				S – HoG
Education delegations								
Educational performance								
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	I	S	
Production of educational data		A		A	R			
Analysis of educational data		A			R	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	

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Safeguarding								
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	S – 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				S – HoHR
Set safeguarding policies (safeguarding and child protection, Prevent, looked after children, safer recruitment)		A		R	C		C	S – 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	S – H&S
Admissions								
Set admissions policies for statutory consultation		A		R	C		C	S – 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

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Deal with local authorities on policy issues and the school adjudicator / ESFA on admissions related issues					O			R – HoG
Consider exceptional circumstance applications inline with the academy's published admissions arrangements (e.g. for exceptional medical need)			R – ResCo				C	
Pupil exclusions and suspensions								
Decide to issue a suspension							R	
Decide to permanently exclude, pending a panel meeting				C (must authorise all PEX)			R	
Duty to consider an exclusion and hold the appeal hearing		A	R – ResCo					
Manage an off-site direction and managed move					C		R	
Duty to consider a request to review an offsite direction and hold the review meeting			R - ResCo					
School closures								
Decide to close school for health and safety reasons				C			R	
Decide to close school for any unplanned reason				C			R	
Operations								
Approve or reject proposals for the acquisition / disposal of land / buildings			R – FIN					
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						

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Implement health and safety framework and policy in academies ensuring compliance					R			S – H&S
Finance								
Appoint senior executive leader as accounting officer		A and R						
Set delegated authority limits for financial transactions		A			R – CFO			
Establish controls framework including internal audit			A – ARC					R – HoG
Develop budget		A			R – CFO			
Review the annual budget and recommend its acceptance to the trust board		A	R – FIN		S – CFO			
Approve the annual budget		R			P – CFO			S – HoF
Deliver monthly management accounts and forecasts		A			R – CFO			S – HoF
Manage cash position		I		A	R – CFO			S – HoF
Monitor pupil premium spend, including catch up funding, PE and sport premium		A	R - FIN					
Appoint external auditor	A				R – CFO			S – HoF
Appoint internal auditor		A						R – HoG
Review annual report and accounts, with regard to accounts consolidation exercises required by DfE		A	R – ARC and FIN					S – HoF and HoG
Approve annual report and accounts, with regard to accounts consolidation exercises required by DfE	I	A						
Submit audited accounts to the ESFA by 31 December				A				R – HoF
Set finance policies (charging and remissions, procurement)		A		R				S – HoF
Manage conflicts of interest and related party transactions		A						R – HoG

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Ensure compliance with ESFA requirements		A			R – CFO			
Ensure adequate insurance cover is in place		A		R				
HR								
Appoint accounting officer (chief executive)	I	A and R						C – REMCo
Appoint company secretary	I	A and R						
Appoint all other school and college trust leader positions		C		R				
Appoint principals		I		R		C		
Set levels, including inflationary increases and executive-level pay		A and R	C – REMCo		S			
Set HR policies (pay, disciplinary, grievance, capability, safer recruitment)		A		R	P			S – HoHR
Disciplinary hearings of: (the investigating officer must be fully independent or senior to the person being investigated)								
Accounting officer (chief executive)		R						
School and college trust leaders				R				
Principals					R			
Academy senior leadership team							R	
Academy teaching staff and education support staff							R	
Academy operations support staff							R	
Academy business services staff					R			
Formal hearings for grievance claims made against: (the investigating officer must be fully independent or senior to the person being investigated)								
Accounting officer (chief executive)		R						
School and college trust leaders				R				

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Principals					R			
Academy senior leadership team							R	
Academy teaching staff and education support staff							R	
Academy operations support staff							R	
Academy business services staff					R			
Suspension of:								
Accounting officer (chief executive)	I	R						
School and college trust leaders				R				
Principals					R			
Academy senior leadership team							R	
Academy teaching staff and education support staff							R	
Academy operations support staff							R	
Academy business services staff					R			
Communications								
Approval of press release identified as a risk to reputation		C		R				
Approval of all press responses				R				
Complaints (in accordance with the complaints policy and procedure)								
Investigation of complaints at stage 2. Complaint against:								
Chair of trustees								R – VC
Trustee		R – CoT						
Board of trustees				R				

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Accounting officer (chief executive)		R – CoT						
Trust				R				
Local academy board				R				
Principal					R			
Academy							R	
The panel hearing of a stage 3 complaint against:								
Chair of trustees								R – VCoT
Trustees								R – 2 x Trustees and 1 Independent
Accounting officer (chief executive)								R – 2 x Trustees and 1 Independent
Trust								R – 2 x Trustees and 1 Independent
Local academy board			R – ResCo					
Principal			R – ResCo					
Academy			R – ResCo					
Statutory policy review and approval								
Admissions arrangements		A						S – HoG
Behaviour		A			S			
Careers		A					S	
Charging and remissions		A	R – FIN		S – CFO			
Complaints		A	R – ARC					S – HoG

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School and college trust leaders	LAB	Principal	Other
Data protection policies and privacy notice		A	R – ARC					S – HoG
Equality objectives		A			R			
Finance		A	R – FIN		S – CFO			
Health and safety		A	R – ARC					S – H&S
Investments and reserves policy		A	R – FIN		S – CFO			
Premises management		A	R – ARC		S			S - HoE
Risk management		A	R – ARC					S – HoG
Relationships and sex education (RSE) and health education		A			R			
Safeguarding and child protection		A			S			
School attendance		A			S			
School exclusions		A			S			
School uniform		A			S			
SEND and disability		A			S			
Staff behaviour and grievance		A			S			
Support for students with medical conditions		A			S			
Whistleblowing		A	R – ARC					S – HoG