

Scheme of Delegation

2024/25

Dixons Academies Trust Scheme of Delegation

September 2024 – August 2025

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
- not be possible to postpone the decision until a meeting of the trust board

* the use of the chair's action must remain compliant with the 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
Inform	Keep up to date on progress
Prepare	Prepare documents

Abbreviation	Full name
ARC	Audit and Risk committee
Dir SG	Director of Safeguarding
CP	Competent person
FD	Finance Director
FIN	Finance committee
FL	Functional Lead
HR	Human Resources Department
HoG	Head of Governance
IP	Independent Panel
PDC	Pupil discipline committee
SFC	Senior Financial Controller
VC	Vice Chair of Trustees



Area of responsibility	Members	Trust board	Board committee	Accounting officer	School 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 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				
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			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				

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School trust leaders	LAB	Principal	Other
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		R		C				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					P – HoG
Review the annual statement of assurance		A	R – ARC					
Approve a business continuity and emergency response framework		A	R – ARC		P – CP			
Growth								
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

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School trust leaders	LAB	Principal	Other
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		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	
Safeguarding								
Approve an equalities framework to ensure compliance with equalities legislation		A		R	C			
Nominate a safeguarding lead trustee		R		C				S – HoG

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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 – HR
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 – CP
Admissions								
Set admissions policies for statutory consultation		A		R	C		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			R – HoG
Pupil exclusions and suspensions								
Decide to issue a suspension							R	

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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 – PDC					
Manage an off-site direction and managed move							R	
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						
Implement health and safety framework and policy in academies ensuring compliance					R – ED-E			
Finance								
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 – HoG
Develop budget		A			R – FD			
Reviewing the annual budget and recommend its acceptance to the trust board		A	R – FIN		P – FD			

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School trust leaders	LAB	Principal	Other
Approve the annual budget		R			P – FD			
Deliver monthly management accounts and forecasts		A			R – 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				R – FD			
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					P – SFC 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 – SFC
Set finance policies (charging and remissions, procurement)		A		R				
Manage conflicts of interest and related party transactions		A						R – HoG
Ensure compliance with ESFA requirements		A			R – FD			
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 trust leadership positions		C		R				
Appoint principals		I		R		C		
Set levels, including inflationary increases and executive pay		A	R – REMCo		S			

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Set HR policies (pay, disciplinary, grievance, capability, safer recruitment)		A		R	P			
Disciplinary hearings of: (the investigating officer must be fully independent or senior to the person being investigated)								
Accounting officer (chief executive)		R						
School 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 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			
Suspension of:								
Accounting officer (chief executive)	I	R						
School trust leaders				R				
Principals					R			
Academy senior leadership team							R	

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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				
Accounting officer (chief executive)		R – CoT						
Trust				R				
Local academy board				R				
Principal								R – Ambassador
Academy							R	
The panel hearing of a stage 3 complaint against:								
Chair of trustees								R – P
Trustees								R – 2 x Trustees and 1 Independent

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Accounting officer (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		
Statutory policy review and approval								
Admissions arrangements		A						P – HoG
Behaviour		A			P			
Careers		A					P	
Charging and remissions		A	R – FIN		P			
Complaints		A	R – ARC					P – HoG
Data protection policies and privacy notice		A	R – ARC					P – HoG
Equality objectives		A			P			
Finance		A	R – FIN					
Health and safety		A	R – ARC		P			
Investments and reserves policy		A	R – FIN					
Premises management		A	R – ARC		P			
Risk management		A	R – ARC					

Area of responsibility	Members	Trust board	Board committee	Accounting officer	School trust leaders	LAB	Principal	Other
Relationships and sex education (RSE) and health education		A			P			
Safeguarding and child protection		A			P			
School attendance		A			P			
School exclusions		A						P – HoG
School uniform		A			P			
SEND and disability		A			P			
Staff behaviour and grievance		A			P – CPO			
Support for pupils with medical conditions		A			P			
Whistleblowing		A	R – ARC					