

Scheme of Delegation

2025/26

Dixons Academies Trust Scheme of Delegation

September 2025 – August 2026

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 |
| PDC | Pupil discipline 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 |
| 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 – 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 | | | S – H&S |
| Finance | | | | | | | | |
| Appoint senior executive leader as accounting officer | | A and R | | | | | | |

| Area of responsibility | Members | Trust board | Board committee | Accounting officer | School and college trust leaders | LAB | Principal | Other |
|---|---------|-------------|-----------------|--------------------|----------------------------------|-----|-----------|-----------------|
| 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 | | |
| 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 |
| 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 |

| Area of responsibility | Members | Trust board | Board committee | Accounting officer | School and college trust leaders | LAB | Principal | Other |
|---|---------|-------------|-----------------|--------------------|----------------------------------|-----|-----------|----------|
| 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 | R – 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 | | | | |
| Principals | | | | | R | | | |
| Academy senior leadership team | | | | | | | R | |
| Academy teaching staff and education support staff | | | | | | | R | |
| Academy operations support staff | | | | | | | R | |

| Area of responsibility | Members | Trust board | Board committee | Accounting officer | School and college trust leaders | LAB | Principal | Other |
|---|---------|-------------|-----------------|--------------------|----------------------------------|-----|-----------|--------|
| 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 | | | | |
| Accounting officer (chief executive) | | R – CoT | | | | | | |
| Trust | | | | R | | | | |
| Local academy board | | | | R | | | | |
| Principal | | | | | R | | | |

| Area of responsibility | Members | Trust board | Board committee | Accounting officer | School and college trust leaders | LAB | Principal | Other |
|--|---------|-------------|-----------------|--------------------|----------------------------------|-----|-----------|------------------------------------|
| 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 – 2 x Trustees and 1 Independent |
| Principal | | | | | | | | R – 2 x Trustees and 1 Independent |
| Academy | | | | | | R | | |
| 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 |
| Data protection policies and privacy notice | | A | R – ARC | | | | | S – HoG |

| Area of responsibility | Members | Trust board | Board committee | Accounting officer | School and college trust leaders | LAB | Principal | Other |
|--|---------|-------------|-----------------|--------------------|----------------------------------|-----|-----------|---------|
| 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 |

