

**TOWNLEY GRAMMAR SCHOOL TRUST (Empty MAT)
SCHEMES OF DELEGATION 2025-6**

Reviewed and Approved by the Trust Board 19 November 2025

From January 2026 the Trust will operate with:

Full Board meeting four times a year

Education Curriculum and Standards Committee

Community and People Committee

Finance, Audit and Risk Committee

There are two members of the Executive Team; the CEO (Headteacher) and CFO (Director of Finance)

The CFO is the Company Secretary

To be read with policy overview

A	Approve/ Action/Appoint
S	Support to secure approval (do the work)
C	Consult
Rec	Receive
I	Informed for information

1	Task [Governance – People]	M	Trust Board	Committee	CEO	CFO
1.1.	Members: Appoint/Remove by resolution	A				
1.2.	Trustees: Appoint/Remove by resolution.	A				
1.3.	Co-opted Trustees: Appoint/Remove by resolution		A			
1.4.	Appoint the Chair and Vice Chair of the Board annually		A			
1.5.	Board Committee Chairs: appoint/remove		A			
1.6.	Determine powers of Chair in urgent situations		A			
1.7.	Establish and approve LGBs (not used)					
1.8.	Company Secretary (Co S): appoint and remove	A			C	Co S
1.9.	Governance Recruitment and Removal procedures Statement (Recruitment copied to safer recruitment procedures)		A		S	
1.1.	Governance Recruitment and Removal documentation		A		S	
1.11.	Governance recruitment checks via HR				A	
1.12.	Governance GIAS and website					A
1.13.	Retention of trustee applications and references (with governance professional)				A	
1.14.	Professional Governance Lead to Trust: appoint and remove – procure annually		A		C	S
1.15.	Ensure all statutory training is in place. Governance Professional to maintain a log of training and signatures of read documents		A		C	S
1.16.	Establish SOD and review committee structure and ToR annually		A		S	S
1.17.	Confirm Link Trustees and roles. Establish panels for staff hearing, disciplinary, hearing, grievances, capability, exclusions.		A		S	

2	Task [Governance]	M	TB	CM	CEO	CFO
2.1.	Articles of Association: agree, review, change	A	S		C	
2.2.	Approve changes to the Governance structure, Committee Terms of Reference or Funding Agreement; and named mandatory links eg Safeguarding, SEND, Careers & WRL; PP; Attendance annually	C	A		C	
2.3.	Approve Governance Visits protocol		A		S	
2.6.	Annual Skills audit: complete and recruit to fill gaps (governance Professional)		A		S	
2.7.	Annually self-review Trust Board and committee performance: External review recommended every three years. Governance Professional to collate.		A			
2.8.	Annually self-review of LGB performance: complete annually (not used)					
2.9.	Annual schedule of business for Trust : agree		A		C	S
2.10.	Annual register of Members, Governors, Business Interests: establish and publish – via Governance Professional	A	A		C	S
2.11.	Approve Trustees (and LGB) Expenses Policy		A		C	S
2.12.	Determine Trust wide policies reflecting the Trust's ethos and values: approve		A		S	S
2.13.	Approve procedures and ensure they are published appropriately in the staff handbook/ platform and on the website as necessary		C		A	S
2.14.	Ensure governance arrangements are published on the website and GIAS and company's house are up to date – via the Governance Professional		A		C	S
2.15.	Appoint a Chief Executive Officer/ remove		A			
2.16.	Members to pass ordinary resolution for CEO to be a Trustee	A	C			
2.17.	Appoint and remove Internal Auditors		Inform		A	S
2.18.	Receive and note action for internal audit reports		A	C	C	S
2.19.	Action external and internal audit reports				C	A
2.20.	Appoint and remove External Auditors	A	C		S	S
2.21.	Receive external audit and note action reports	A	C	C	S	S
2.22.	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement, Going concern statement	Rec	A	C	S	S
2.23.	Agree and deliver a programme of internal scrutiny ensuring the vfm of all services		Inform		C	A

2.24	Central spend/ management charge: agree		A		C	S
2.25	Devise, monitor, implement manage a risk policy; establish register/ plan, review/ mitigation		A	C	S	S
2.26	Approve Trust contingency and business continuity plans (crisis management)		A	C	S	S
2.27	Establish and maintain contingency and business continuity plans				C	A
2.28	Trust's vision and strategy, agreeing KPIs: determine		A		S	
2.29	School's vision and strategy, agreeing KPIs: determine					
2.30	Trust's staffing slt structure: agree		A		S	
2.31	School's staffing structure below SLT (if there is a balanced budget)		I		A	
2.32	Performance management of Chair of Trustees (peer)		Ext			
2.33	Performance management of Trustees (by Chair)		A			
2.34	Performance management of CEO / Headteacher (external consultant involved)		A			
2.35	Performance management of All staff below and not including the CEO				A	
2.36	Recommend pay rises of staff to the committee				A	S
2.37	Approve pay rises of staff (Community and People)			A	S	
2.38	Approve pay rise of CEO (CEO Pay Committee)			A		
2.39	Receive and ratify all pay rise approvals		Rec			
2.40	Hear staff pay appeals		A		S	
2.41	Ensure Trust website is compliant. Headteacher with Audit		I		A	S

3	Task [Strategic Planning]	M	TB	CM	CEO	CFO
3.1	Establish, Agree and review Trust's Growth Strategy	C	A		S	
3.2	Respond to Quality Trust Standards Document - annually	C	A		S	
3.3	Approve School Strategic Plan	Rec	A		S	
3.4	Review progress of School Strategic Plan	Rec	A		S	

4	Task [Finance]	M	TB	CM	CEO	CFO
4.1	Manage Freedom of Information request for schools and Trust Appoint a DPO		I		A	S
4.2	Appoint Chief financial officer for delivery of trusts detailed accounting processes		A		S	
4.3	Produce and approve Trust's Financial Manual and Procedures to ensure responsibility for delegated powers		A	C	C	S
4.4	Agree proportionate controls that address the risk of fraud, irregularity and theft through relevant policies, procedures and processing.CFO to draft all financial policies and procedures for the CEO		A	C	C	S
4.5	Approve trust budget plans for financial year		A	C	S	S
4.6	Produce annual reports and accounts		A	C	S	S
4.7	Submit required financial reports and returns				C	S
4.8	Monitor trust budget monthly		A	C	C	S
4.9	Monitor Trust budget at every Board meeting		A	C	C	S
4.10	Develop and submit three year budget returns		A	C	C	S
4.11	Carry out benchmarking and trust wide vfrm evaluation	Review	A	S	S	
4.12	CEO pay award: agree	A	Recommend			
4.13	Executive pay awards and threshold application approval	A		S		
4.14	Staff appraisal procedure and pay progression: M scale automatic/ support staff automatic		A		S	S
4.15	Enter into contracts, ordering goods and services up to £5,000				C	A
4.16	Enter into contracts, ordering goods and services up to £25,000 following procurement rules				A	S
4.17	Enter into contracts, ordering goods and services between £25,001 and £99,999. CEO/Headteacher has delegated power to sign once actioned by committee			A	C	S
4.18	Enter into contracts, ordering goods and services over £100,000.Headteacher has delegated power to sign once actioned by committee	A	C	S	S	
4.19	Agree virements and budget adjustments up to £10,000				A	S
4.20	Agree virements and budget adjustments from £10,001 to £50,000	I	A	C	S	
4.21	Agree virements and budget adjustments over £50,001	A	C	S	S	
4.22	Disposal of assets up to £1,000		C	A	S	
4.23	Disposal of assets between £1,001 - £5,000		C	A	S	
4.24	Disposal of assets over £5,001	A	C	C	S	
4.25	Write-off of bad debts up to £5,000	A	C	C	S	
4.26	Write-off of bad debts between £5,001 - £45,000(ESFA for above)	A	C	C	S	
4.27	Invest surplus funds in line with the Investment Policy	A	C	C	S	
4.28	Approving Investment Policy for surplus funds	A	C	C	S	
4.29	Approve financial and procurement procedures and policies	A	C	C	S	
4.30	Annual review of SLAs, contracts and leases and procurement checks	I	A	S	S	
4.31	Approve and review Trust Risk Register		A	C	S	S
4.32	Best practice to add to all F&A agendas. Review annually at a FB.					
4.33	Authorising payments by BACS, cheque or bank line					A
4.34	Charge card				C	A
4.35	Raising invoices to collect income					A
4.36	Review cost centre ownership annually				A	S
4.37	Purchase of fixed assets - in line with limits. (capitalisation limit £5,000)				A	S

4.38	Leasing assets (operating leases only)		A	C	S	S
4.39	Taking up of leasehold interest on land or buildings for a period of >7yrs		A	C	S	S
4.40	Granting leasehold or tenancy agreements		A	C	S	S
5	Task [Staffing]	M	TB	CM	CEO	CFO
5.1	Review safer recruitment procedures and ensure all staff adhere to it. The Director of HR should draft procedures.		I		A	
5.2	Ensure the school adheres to all HR procedures.			C	A	
5.3	Ensure all HR policies are in place and reviewed. The Director of HR should draft all policies for the Headteacher.		A	S	S	
5.4	Trust CEO/Headteacher appointments. All Trustees must be safer recruitment trained.		A			
5.5	Appoint School Deputy Headteacher . All trustees must be safer recruitment trained.		A		S	
5.6	Other school appointments				A	
5.7	Appoint advisors and consultants for Trust/ School Improvement		A		S	
5.8	Appoint all other staff (may delegate interviewing to SLT). One panel member must be safer recruitment trained.				A	
5.9	Replace a member of school staff (within an agreed budget). This is not delegated down further.				A	
5.10	Ensure appointments of DSLs, dDSLs and SENCo and that training requirements are met				A	
5.11	Exit interviews as appropriate		A		A/S	
5.12	Approve wellbeing strategy		A	C	S	
5.13	Ensure wellbeing referrals are made and actioned. The Headteacher must approve all referrals and have oversight of staffing needs.				A	
5.14	Monitor workload		I	C	A	
5.15	Monitor staff statutory training		A		S	
5.16	Securing services of consultants/ advisers ensuring Chairs action for emergency need and following procurement procedures		A		S	
5.17	RPT, novel and contentious or repercussive transactions. Follow AHB; some may require DfE permission		A		S	S
5.18	Approve staff, HR, pay, performance and disciplinary policies		A		S	
5.19	Suspend CEO/Head/ end suspension		A			
5.20	Dismiss CEO/ Headteacher		A			
5.21	Suspension, ending suspension and dismissal all staff below but not including Headteacher		I		A	
5.22	Dismissal payments / early retirement/ in accordance with latest AHB In most cases prior permission is required from the DfE		A		S	
5.23	Contractual variation (change to hours or pay) . Trustees approve changes for the CEO/ Headteacher.				A	
5.24	Approve Pay Ranges for new roles in leaderships		A		S	S
5.25	Monthly payroll				A	S
5.26	Expenses claims .CEO/Headteacher claims must be approved by the CoT				A	S
6	Task [Admissions]	M	TB	CM	CEO	CFO
6.1	Consult on an Admissions Policy every seven years or if changes		A		S	
6.2	Agree/ Determine Admissions Policy annually		A		S	
6.3	Agree & change school PAN		A		S	
6.4	Admissions: application decisions				A	
7	Task [Premises and Insurance]	M	TB	CM	CEO	CFO
7.1	Provision of appropriate Buildings and other relevant insurance/ RPA. To be covered all Trustees must have completed cyber security training		A	C	C	S
7.2	Approve Premises related policies		A	C	C	S
7.3	Develop and approve School Maintenance Strategy		A	C	C	S
7.4	Develop and approve Premises and Capital Strategy		A	C	C	S
8	Task [Health and Safety]	M	TB	CM	CEO	CFO
8.1	Health and safety policy and procedures		A	C	C	S
8.2	Approve and review Business Continuity Plans (Crisis Management)		A		C	S
8.3	Monitor implementation of H&S policy and procedures. H&S Trustee link			A	C	S
8.4	H&S reviews and audits as legally required		I	C	C	A
8.5	Use of site outside of term time (except for all year-round staff)				A	S
8.6	Monitor and review Letting policy and use of site		A	C	C	S
8.7	Modifications to rooms, buildings, site, or access and egress		i		A	S
8.8	Undertaking potentially hazardous activities		A		C	S
8.9	Cyber security policy, practices and training		A		C	S

9	Task [School Organisation]	M	TB	CM	CEO	CFO
9.1	Approve times of school day and dates of school terms and holidays		A		C	
9.2	Ensure that Schools meets a minimum number of sessions		A		C	
10	Task [Safeguarding]	M	TB	CM	CEO	CFO
10.1	Monitor the SCR (Trustee Link)		A	C	S	
10.2	Complete and maintain the SCR. Director of HR maintains the register and CEO oversees				A	
10.3	Annual approval of school safeguarding review		A		S	
10.4	Undertake annual review of school safeguarding				A	
10.5	Decision on DBS renewal cycle		A			
11	Task (Curriculum)	M	TB	CM	CEO	CFO
11.1	Approve curriculum (Curriculum statement)		A	C	S	
11.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A	C	S	
11.3	Ensure provision of religious education, collective worship,			C	A	
11.4	Ensure compliance with SMSC and promotion of British Values		A	C	S	
11.5	Deliver provision of statutory careers education				A	
11.6	Monitor the inclusiveness of the curriculum			A	S	
12	Task [Pupils and Learning Support]	M	TB	CM	CEO	CFO
12.1	Monitor implementation of pupil behaviour policies		i	A	S	
12.11	Exclude a pupil more than 15 days or permanently		A		S	
12.12	Fixed Term Exclusions up to 15 days in an academic year				A	
12.13	Review exclusion on appeal		A		S	
12.14	Direct reinstatement of excluded pupils		A		S	
12.15	Ensure high standards of learning and teaching				A	
12.16	Set targets for student outcomes and monitor				A	
12.17	Agree school improvement strategies				A	
12.18	Determine use and monitor PPG			A	S	S
12.19	Monitor attendance and persistent absence of pupils (Link Trustee)		A	C	S	
12.2	Ensure effective and compliant SEND provision (Link Trustee)		A	C	S	
12.21	Regularly monitor compliance with SEN code of practice				A	
12.22	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements (link Trustee)		A	C	S	
12.23	Monitor progress and attainment for all vulnerable children		A	C	S	
12.24	Monitor support for looked after and previously looked after children		A	C	S	
12.25	Monitor pupil behaviour data across different pupil groups		A	C	S	
12.26	Ensure careers provider access across trust				A	
12.27	Ensure school food standards are met for students				A	
12.28	Ensure free school meal provision is adequately implemented				A	
12.29	Monitor and track delivery and participation in inclusive extra-curricular activities		A	C	S	
12.3	Monitor children's wellbeing and how this is actively supported		A	C	S	
12.31	Monitor provision and outcomes for EAL pupils		A	C	S	
12.32	Monitor safeguarding arrangements, ensuring compliance with relevant policies and statutory requirements.		A	C	S	S
12.33	Approve SEND annual report		A	C	S	
13	Task: Parents and Community	M	T	C	CEO	CFO
13.1	Implement 11+ tests				A	
13.2	Implement admissions appeals process			A	S	
13.3	Review complaints at panel stage		i	A	S	
13.4	Monitor all complaints raised (including through external agencies e.g LA, DfE and Ofsted)		A	S		
13.5	Engage with key stakeholders (role dependent)		A	A	A	