



## The Willows School Academy Trust

### Delegation Mandate 2024-25

The Governing Body have delegated the following responsibilities:

1. Authorisation of Purchase Orders
2. Authorisation of Invoices for payment
3. Authorisation of Virements up to the value of £20,000
4. Signing of cheques on a day to day basis
5. Authorisation of BACs payments for submittal
6. Authorisation of timesheets / sickness / absence records
7. Authorisation Lunchtime Supervision
8. Authorisation Overtime
9. Authorisation Payroll/Bank Reconciliations
10. Authorisation of Petty Cash Claims

| Name              | Job title                 | Signature | Delegated Responsibility |
|-------------------|---------------------------|-----------|--------------------------|
| Balevir Grant     | Acting Chair of Governors |           | 1,2,3,5,6,7,8,9,10       |
| Malcolm Shaw      | Headteacher               |           | 1,2,3, 5,6,7,8,9,10      |
| Paul Gregory-Hunt | Deputy Headteacher        |           | 1,2,3,4,5,6,7,8,9,10     |
| Helen Manwaring   | School Business Leader    |           | 1,2, 4,5,6,7,8,9,10      |
| Natalie Palmer    | Finance Officer           |           | 6                        |
| Katarzyna Trzaska | Administration Officer    |           | 6                        |