



## The Willows School Academy Trust

### Delegation Mandate 2025-26

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