



Sapere Aude

Scheme of Delegation

2025 - 2026

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those Reviewing and approving the document of the changes being made.

Document Control Table	
Title	TBOWA Scheme of Delegation
Version N°	2
Statutory	Yes <input checked="" type="checkbox"/>
Required on Website	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approval Date	Approved 11.12.25 by the Full Board.
Approval Route	<input checked="" type="checkbox"/> Governance Professional with Principal - Trust Board
Review Frequency	Trust board annual <input checked="" type="checkbox"/>
Review Due by Board	Michaelmas 2026

History			
V	Date	Author Code	Revision summary
1	Sept 2025	MLM	Updated to align with the requirements of the June 2025 updates to Academy Trust Handbook and the Academy Trust Governance Guide . Inclusion of specified figures for exception academy spending requiring board review: Finance, Legal.
2	27.11.25	Working party	Revision includes initiated new committee, Remuneration Committee (RemCom), with responsibility for remuneration matters. Terms of Reference for RemCom have been drafted to align with its purpose and remit; and those of the Resources Committee have been amended to reflect the extracted remit. The working party requested an addition of a column for responsibilities delegated to Governance Professional.

The document remains in place until such time as it has been reviewed or superseded by updated relevant statutory guidance.

1. Introduction

The Bishop of Winchester Academy (TBOWA) is accountable in law for all decisions about the Trust. It is vital to ensure there are systems in place, so the Board is assured of the quality of education as well as the safety and good practice of activity within the academy. However, this does not mean the Board is required to undertake all tasks or make all the decisions itself. This Scheme of Delegation sets out the delegated functions within TBOWA's governance structure. This document, together with the committee structure and Terms of Reference, will be reviewed annually by the Board.

The intention of this document is to:

- Set out delegations for specific areas of activity or decision making in a clear, usable format
- Provide clarity, consistency and avoid duplication or overlap in governance
- Seek to place governance decision-making as close as possible to the point of impact.

TBOWA's approach to governance allows it to be adaptable. There may be circumstances when the Board will need to intervene and choose to withdraw specific delegated authorities although these are expected to be the exception rather than the rule. Possible examples where this may be required include, but are not limited to, significant concerns within the academy which may relate to safeguarding, finance, educational performance or an adverse Ofsted inspection.

This document should be read alongside the Terms of Reference which cover governance delegations and are in addition to the Trust's financial and HR delegations and the policy approval schedule. The delegations have been drafted informed by an assumption that functions will be carried out in line with the Trust's Articles, agreed Trust policies or approaches, as well as to meet all compliance requirements. In addition, where significant concerns or issues arise, and in line with Trust policies as well as regulators' requirements, it is recommended that these may be raised by exception with the Board or other Trust stakeholders.

2. Roles and Definitions

Members - It is recognised that Members are the custodians of governance, playing an 'eyes on, hands off' role. The Members must ensure the Trust carries out its charitable objective and if they believe this objective has been breached, removed Trustees who are failing to fulfil this responsibility. The Academy Trust Governance Code and National Governance Association (NGA) sets out that "there should be significant separation between the individuals who are Members and those who are trustees".

Members have the remit to:

- Amend the articles of association
- Appoint or remove Members or Trustees
- Appoint the academy's auditors
- Attend an AGM to 'receive' the audited annual accounts

Members have the power to change the Trust's name and, ultimately, wind it up.

Board of Trustees - The legal accountable body for TBOWA. The Board is responsible to the Secretary of State for Education for the effectiveness of the academy. The Board fulfil the duties of company directors (Companies Act 2006), trustees and governors. The Trust has a legal relationship with the Portsmouth and Winchester Diocesan Board of Education (DBE). This is governed by the Articles of Association and a Memorandum of Understanding between the Trust and the DBE. It is recognised that, whilst the Board can choose to delegate some of its functions, it cannot delegate its responsibilities.

The Board is supported by a **Governance Professional** (hereafter GovPro) with designated delegations relating to governance operations and compliance.

Link Trustees - Some trustees are designated by the Board to hold monitoring functions for specific areas: Safeguarding, SEND, Health and Safety, Careers, Wellbeing.

Committees - The Board has established a Resources Committee, focusing on finance, audit and risk, human resource strategy, and estates; an education standards committee, known as the Student Experience Committee; and a Remuneration Committee whose focus is pay, pay policy, succession and appraisal related matters. These have been established to enable review, scrutiny and discussion of key areas to ensure the Board has sufficient understanding and oversight.

The Principal/Accounting Officer - The Principal is the academy leader and is responsible for preparing and delivering the educational and operational outcomes as set by the Board. As a single academy trust, the Principal holds the role of the Accounting Officer (AO) and maintains personal responsibility to the DfE.

Vice Principals - The academy has two Vice Principals who report to the Principal.

Academy Leadership Team (ALT) - This comprises of the Principal, two Vice Principals and members of senior staff including the Finance Director, the Director of People and Culture, two Deputy Vice Principals, three Assistant Headteachers, one of which is the Designated Safeguarding Lead.

In addition to the delegations set out in this document, some functions may be further delegated, for example, by the Principal to individuals in ALT or leads in academy areas.

3. The Approval Levels

Approve	Responsible for approving a document or process and, where appropriate, determining how the task will be undertaken including defining appropriate milestones and targets to be reported against. Where this relates to appointments, for example of a lead trustee role, this is included in the delegations as 'Appoint'.
Review	Responsible for reviewing whether a task is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.
Monitor	Will consider actions being planned or taken or progress made as part of the process of completing a task. Where required, this monitoring role may include suggesting action to be taken to contribute to the task being delivered appropriately. Where a committee is not itemised specifically, all committees can recommend.
Recommend	Will make recommendations as to how a task, decision or approach should be undertaken or completed. The recommendation will <i>usually</i> inform the approach or decision. Where a committee is not listed specifically, all committees can recommend.
Prepare/Deliver	Responsible for undertaking or delivery a task and reporting on its delivery at suitable intervals; also, preparing or developing documents or information, processing and collating information for approval or review. It is recognised that the person responsible for preparing or delivering specific areas of work may draw on other resources or work with colleagues.

Additionally, others may be **informed**; or **consulted** or invited to provide input as part of the process of completing a task. Contributions may inform the approach but are not binding.

4. Acronyms and Symbols

The following acronyms are used in this document:

<	Indicates direction of approval/decision
ATH	Academy Trust Handbook
ATGG	Academy Trust Governance Guide
Articles	TBOWA Articles of Association, updated 5 th April 2011
DfE	Department for Education
DSL	Designated Safeguarding Lead
DBS	Disclosure and Barring Service checks
KPIs	Key performance indicators
LAC	Looked after children
RES	Resources Committee
SEC	Student Experience Committee
SEND	Special Educational Needs and Disability
ADP	Academy Development Plan
TBOWA	The Bishop of Winchester Academy

5. Scheme of Delegation Sections

The full scheme of delegation is tabled and broken into sections.

Section 1: Vision, Ethos and Strategy

Section 2: Governance and Compliance

Section 3: Education and Curriculum

Section 4: Safeguarding and Wellbeing, including Behaviour and SEN

Section 5: Finance, Audit and Resources

Section 6: People and Human Resources

Section 7: Premises and Health and Safety

Section 8: Policies

Section 9: Legal and Compliance

Section 1: Vision, Ethos and Strategy

Ref	Area	Members	Board	Committee*	Link Trustee	GovPro	Principal
1.1.	Agreeing Articles of Association (including amendments)	Approve	Review				Consult
1.2.	Adhering to the Articles of Association	Review	Approve	Monitor			Prepare/Deliver
1.3.	Determining the charitable objects of the trust	Approve	Review				Consult
1.4.	Determining and embedding vision, ethos and values of the trust		Approve	<Recommend			Prepare/Deliver
1.5.	Reflecting diocesan strategy (church school requirement)		Approve	Monitor SEC			Prepare/Deliver
1.6.	Setting and agreeing trust strategy (3-5 years)		Approve	<Recommend			Consult /Prepare/Deliver
1.7.	Approving annual trust development / improvement plan		Approve	<Recommend			Consult /Prepare/Deliver
1.8.	Monitoring progress against trust strategy and trust development plan		Review	Monitor			Prepare/Deliver
1.9.	Ensuring equality, diversity and inclusion (including board diversity)		Approve	Monitor SEC			Prepare/Deliver
1.10.	Engaging with stakeholders on vision and ethos		Review	Monitor			Prepare/Deliver
1.11.	Monitoring impact of vision and ethos on student outcomes		Review	Monitor SEC			Prepare/Deliver

*Where a committee is not specified, the delegation applies to all committees.

Section 2: Governance and Compliance

Ref	Area	Members	Board	Committee*	Link Trustee Monitor	GovPro	Principal
2.1.	Appoint co-opted trustees and inform the Members at the AGM of all new appointments, including co-opted and Diocesan Foundation appointments		Approve			Prepare/Deliver	<Recommend
2.2.	Remove trustees	Approve	<Recommend				<Recommend
2.3.	Ensure compliance with charity law, company law, the funding agreement, ATH		Approve	Monitor			Prepare/Deliver
2.4.	Ensuring compliance with safeguarding legislation and regulations		Approve	Monitor SEC	Safeguarding		Prepare/Deliver
2.5.	Ensuring compliance with education legislation (SEND, admissions, exclusion, curriculum requirements)		Approve	Monitor SEC			Prepare/Deliver
2.6.	Ensuring compliance with employment law		Approve	Monitor RES			Prepare/Deliver
2.7.	Ensuring compliance with health and safety law		Approve	Monitor RES	H&S		Prepare/Deliver
2.8.	Ensuring compliance with UK GDPR and cyber security		Approve	Monitor RES			Prepare/Deliver
2.9.	Ensuring compliance with equality legislation		Approve	Monitor			Prepare/Deliver
2.10.	Appointing and removing auditors	Approve	<Recommend	<Recommend RES			Prepare/Deliver
2.11.	Recommend for signature the auditors' report and accounts	Receive	<Approve	Review RES			Prepare/Deliver
2.12.	Filing annual accounts with Companies House and DfE		Review				Prepare/Deliver
2.13.	Holding an annual general meeting (AGM), facilitation and ensuring statutory notices and documentation.	Review	Approve			Prepare/Deliver	
2.14.	Keeping register of business interests for members/trustees/senior leaders (including determining scope of senior leaders to be included for 'interests' purposes)		Approve	Monitor		Prepare/Deliver	
2.15.	Ensuring a governance professional is appointed and supported		Approve			Monitor	<Recommend
2.16.	Maintaining a trustee skills audit, conducting governance reviews regularly; managing trustee registers, training, induction		Approve			Prepare/Deliver	
2.17.	Approve Governance Code of Conduct		Approve			Prepare/Deliver	

2.18.	Monitoring conflicts of interest and related party transactions		Approve	Monitor RES			Prepare/Deliver
2.19.	Overseeing whistleblowing arrangements		Approve	Monitor RES			Prepare/Deliver
2.20.	Ensure the Trust has indemnity insurance cover to protect trustees and members			Monitor RES			Prepare/Deliver
2.21.	Appoint link trustees for statutory and non-statutory roles		Appoint	<Recommend		Prepare/Deliver	Informed
2.22.	Preparing and circulating agendas, minutes and papers		Approve	Approve		Prepare/Deliver	<Recommend
2.23.	Preparing an annual review and proposed updates to the Scheme of Delegation and committee Terms of Reference, including changes required following ATH updates		Approve	<Recommend		Prepare/Deliver	Informed
2.24.	Ensuring publication of governance information		Approve			Prepare/Deliver	<Recommend
2.25.	Monitoring changes in governance legislation, guidance, regulation		Approve			Prepare/Deliver	Informed

*Where a committee is not specified, the delegation applies to all committees.

Section 3: Education and Curriculum

Ref	Area	Members	Board	Committee*	Link Trustee Monitor	GovPro	Principal
3.1.	Ensuring a broad and balanced curriculum is delivered		Review	Monitor SEC			Prepare/Deliver
3.2.	Approving curriculum intent and key policies (incl. SEND, RE, RSE, collective worship)		Approve	<Recommend SEC			Prepare/Deliver
3.3.	Monitoring quality of teaching, learning and assessment		Review	Monitor SEC			Prepare/Deliver
3.4.	Monitoring pupil outcomes, attainment and progress		Review	Monitor SEC			Prepare/Deliver
3.5.	Approving admissions policy and arrangements		Approve	<Recommend SEC			Prepare/Deliver
3.6.	Considering in-year admissions applications		Review	Approve SEC			Prepare/Deliver
3.7.	Monitoring provision for disadvantaged pupils and pupil premium		Review	Monitor SEC			Prepare/Deliver
3.8.	Monitoring provision for pupils with SEND		Review	Monitor SEC	SEND		Prepare/Deliver
3.9.	Monitoring safeguarding arrangements and impact		Review	Monitor SEC	Safeguarding		Prepare/Deliver
3.10.	Setting school day and year (sessions and term dates)		Approve	<Recommend SEC			Prepare/Deliver
3.11.	Monitoring quality of extra-curricular/enrichment provision		Review	Monitor SEC			Prepare/Deliver
3.12.	Approving behaviour and exclusions policy		Approve	<Recommend SEC			Prepare/Deliver
3.13.	Reviewing permanent exclusions and fixed term exclusions over 15 days / exam impact		Review	Monitor SEC			Prepare/Deliver
3.14.	Monitoring collective worship and Christian ethos		Review	Monitor SEC			Prepare/Deliver
3.15.	Monitoring impact of curriculum on student wellbeing		Review	Monitor SEC	Wellbeing		Prepare/Deliver

*Where a committee is not specified, the delegation applies to all committees.

Section 4: Safeguarding and Wellbeing, including Behaviour and SEN

Ref	Area	Members	Board	Committee*	Link Trustee Monitor	GovPro	Principal
4.1.	Approving safeguarding and child protection policy		Approve	<Recommend SEC	Safeguarding		Prepare/Deliver
4.2.	Monitoring safeguarding practice and culture		Review	Monitor SEC	Safeguarding		Prepare/Deliver
4.3.	Ensuring Prevent Duty is implemented in policies and practice		Review	Monitor SEC	Safeguarding		Prepare/Deliver
4.4.	Monitoring student wellbeing - (including nutrition and support for those with medical conditions)		Review	Monitor SEC	Wellbeing		Prepare/Deliver
4.5.	Monitoring attendance and exclusions data		Review	Monitor SEC			Prepare/Deliver
4.6.	Ensuring provision of free meals to eligible pupils		Review	Monitor SEC			Prepare/Deliver
4.7.	Monitoring health, safety and wellbeing audits (students)		Review	Monitor SEC			Prepare/Deliver
4.8.	Monitoring health, safety and wellbeing audits (staff)		Review	Monitor RES			Prepare/Deliver
4.9.	Ensuring compliance with statutory requirements on school lunch nutritional standards		Review	Monitor SEC			Prepare/Deliver
4.10.	Delegated panel to hear disciplinary grievances and appeals			Approve		Prepare/Deliver	

*Where a committee is not specified, the delegation applies to all committees.

Section 5: Finance, Audit and Resources

Ref	Area	Members	Board	Committee*	Link Trustee Monitor	GovPro	Principal
5.1.	Approving annual budget and financial plan		Approve	<Recommend RES			Prepare/Deliver
5.2.	Monitoring in-year financial performance		Review	Monitor RES			Prepare/Deliver
5.3.	Approving delegated authority limits for financial transactions		Approve	<Recommend RES			Prepare
5.4.	Approving appointment of Finance Director (CFO, ATH 1.39)		Approve	<Recommend RemCom			<Recommend
5.5.	Ensuring adequate insurance cover in place		Approve	Monitor RES			Prepare/Deliver
5.6.	Ensuring robust internal scrutiny/audit arrangements		Approve	Monitor RES			Prepare
5.7.	Recommend and responding to external auditors' report		Approve	Review RES			Prepare
5.8.	Ensuring compliance with financial regulations (ATH)		Approve	Monitor RES			Prepare/Deliver
5.9.	Approving charging and remissions policy		Approve	<Recommend RES			Prepare/Deliver
5.10.	Approving procurement strategy and efficiency savings		Approve	<Recommend RES			Prepare/Deliver
5.11.	Approving reserves policy		Approve	<Recommend RES			Prepare
5.12.	Monitoring Pupil Premium and other grant spend		Review	<Monitor SEC			Prepare/Deliver
5.13.	Ensuring value for Money (VFM) and benchmarking		Review	Monitor RES			Prepare/Deliver
5.14.	Recommend reports on risk register and risk management		Review	Monitor RES		Prepare/Deliver - governance related risk only	Prepare/Deliver
5.15.	Dispensation regarding pensions and discretionary pension decisions		Approve	<Recommend RES			Prepare/Deliver
5.16.	Submission of statutory workforce census			Monitor RES			Prepare/Deliver
5.17.	Ensuring compliance with tendering process		Review	Approve			<Recommend
5.18.	Approval to write-off bad debts >£5k		Review	Approve			<Recommend
5.19.	Approving expenditure for projects or items over £20k		Approve	<Recommend RES			Prepare

5.20.	Disposal of assets >£5k		Review	Approve			<Recommend
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*Where a committee is not specified, the delegation applies to all committees.

Section 6: People and Human Resources

Ref	Area	Members	Board	Committee	Link Trustee Monitor	GovPro	Principal
6.1.	Approving overall staffing structure		Approve	<Recommend RES			Prepare/Deliver
6.2.	Approving staffing structure - ALT		Approve	<Recommend RemCom			Prepare/Deliver
6.3.	Approving redundancies or restructure		Approve	<Recommend RES			<Recommend
6.4.	Appointment and dismissal of Principal		Approve	<Recommend RemCom			
6.5.	Performance management of Principal		Approve	<Recommend RemCom			
6.6.	Performance management of ALT		Review	<Review RemCom			Approve
6.7.	Appointment and dismissal of ALT		Approve	<Recommend RemCom			Prepare/Deliver
6.8.	Appointment and dismissal of non-ALT staff			RES Monitor			Approve
6.9.	Approving annual pay award		Approve	<Recommend RemCom			Prepare
6.10.	Approving Principal's pay		Approve	<Recommend RemCom			Prepare
6.11.	Approving ALT pay progression. Reviewing appraisals and recommending to the Board		Approve	<Recommend Monitor RemCom			
6.12.	Review succession planning arrangements		Approve	<Recommend RemCom			Prepare/Deliver
6.13.	Monitor equality, diversity and inclusion in staffing (all)		Review	Monitor RES			Prepare/Deliver
6.14.	Delegated panel to hear disciplinary grievances and appeals			Approve			
6.15.	Pay appeal processes			RemCom			
6.16.	Monitor performance management of non-leadership staff			Monitor RES			Prepare/Deliver
6.17.	Submission of statutory workforce census						Prepare/Deliver
6.18.	Monitoring staff wellbeing (see also Section 4)		Review		Wellbeing		Prepare/Deliver

6.19.	Ensuring safeguarding in recruitment (DBS/Section 128 checks, SCR)		Review	Monitor RES	Safeguarding		Prepare/Deliver
6.20.	Review and recommend appraisal policy		Approve	<Recommend RemCom			Prepare
6.21.	Review and recommend people-related (non-pay/appraisal) policies		Approve	<Recommend RES			Prepare
6.22.	Monitoring implementation of HR policies			Monitor RES			Prepare/Deliver
6.23.	Approving staff pay policy and executive pay policy (either distinctly sectioned within Pay Policy or as unique policy)		Approve	<Recommend RES			Prepare

*Where a committee is not specified, the delegation applies to all committees.

Section 7: Premises and Health and Safety

Ref	Area	Members	Board	Committee*	Link Trustee	GovPro	Principal
7.1.	Approving health and safety policy		Approve	<Recommend RES			Prepare/Deliver
7.2.	Monitoring compliance with health and safety law and regulations		Review	Monitor RES	H&S Monitor		Prepare/Deliver
7.3.	Ensuring effective estates management strategy and environmental sustainability plan		Approve	<Recommend RES			Prepare/Deliver
7.4.	Monitoring estates condition and maintenance		Review	Monitor RES			Prepare/Deliver
7.5.	Approving capital projects and major works		Approve	<Recommend RES			Prepare/Deliver
7.6.	Monitoring delivery of capital projects		Review	Monitor RES			Prepare/Deliver
7.7.	Approving accessibility plan		Approve	<Recommend RES			Prepare/Deliver
7.8.	Monitoring compliance with insurance cover (buildings and liability)		Review	Monitor RES			Prepare/Deliver
7.9.	Approving premises management policy		Approve	<Recommend RES			Prepare/Deliver
7.10.	Monitoring security, fire safety and emergency planning		Review	Monitor RES			Prepare/Deliver
7.11.	Ensuring effective cyber security systems and training are in place; and an effective plan for digital and technology standards		Review	Monitor RES			Prepare/Deliver

*Where a committee is not specified, the delegation applies to all committees.

Section 8: Policies

Ref	Area	Members	Board	Committee*	Link Trustee	GovPro	Principal
8.1.	Determining which trust policies are required and approval level (statutory and non-statutory)		Approve	<Recommend			Prepare/Deliver
8.2.	Approving statutory policies		Approve	<Recommend			Prepare/Deliver
8.3.	Approving non-statutory policies		Approve	<Recommend			Prepare/Deliver
8.4.	Approving Principal-delegated non-statutory policies		Review				Approve
8.5.	Reviewing policy implementation and compliance		Review	Monitor			Prepare/Deliver
8.6.	Monitoring policy review cycle and statutory compliance		Review	Monitor RES			Prepare/Deliver
8.7.	Tracking policy review cycle, co-ordinating updates		Approve	Monitor			Prepare/Deliver

*Where a committee is not specified, the delegation applies to all committees.

See other sections for specificity on delegations regarding policies.

Section 9: Legal and Compliance

Ref	Area	Members	Board	Committee*	Link Trustee Monitor	GovPro	Principal
9.1.	Ensuring compliance with Articles of Association	Review	Approve	Monitor			Prepare/Deliver
9.2.	Ensuring compliance with Companies Act, charity and education law	Review	Approve	Monitor			Prepare/Deliver
9.3.	Ensuring compliance with funding agreement and ATH	Review	Approve	Monitor RES			Prepare/Deliver
9.4.	Managing novel, contentious or repercussive transactions (DfE approval)		Approve	Monitor			Prepare/Deliver
9.5.	Ensuring compliance with equality legislation		Approve	Monitor			Prepare/Deliver
9.6.	Ensuring compliance with health and safety, fire, environmental law		Approve	Monitor RES	H&S		Prepare/Deliver
9.7.	Ensuring compliance with safeguarding and Prevent duties		Approve	Monitor SEC	Safeguarding		Prepare/Deliver
9.8.	Ensuring compliance with data protection, FOI and information law		Approve	Monitor RES			Prepare/Deliver
9.9.	Ensuring publication of required information on trust website		Approve	Monitor			Prepare/Deliver
9.10.	Ensuring compliance with diocesan requirements and agreements	Review	Approve	Monitor SEC			Prepare/Deliver
9.11.	Ensuring legal support and advice is commissioned where required		Approve	Monitor RES			Prepare/Deliver
9.12.	Monitoring register of business interests		Approve	Monitor RES		Prepare/Deliver	<Inform
9.13.	Monitoring register of gifts and hospitality		Approve	Monitor RES			Prepare/Deliver
9.14.	Trustees/Members take legal advice on any matter		Approve				
9.15.	Take legal advice on any matter						Approve
9.16.	Expenditure on legal advice over £10k		Approve				<Recommend
9.17.	Legal action that is not linked to reputational matters		Review				<Inform
9.18.	Legal action that could be linked to the reputation of the Trust		Approve				<Inform
9.19.	Ensuring compliance with workforce legislation		Approve	Monitor RES			Prepare/Deliver

*Where a committee is not specified, the delegation applies to all committees.