

BEXLEY GRAMMAR SCHOOL ACADEMY TRUST

SCHEME OF DELEGATION 2025

Introduction

Bexley Grammar School Academy Trust (“the Trust”) was established as an Academy Trust by Direction under Paragraph 4 of Schedule 1 to the Academies Act 2010 dated 16 December 2010 and effective from 1 January 2011. The Trust has the status of a charitable company limited by guarantee (URN 136369; DfE 303/4000) and operates under the Department for Education’s Model Memorandum and Articles of Association as amended and adapted by the Trust’s Members.

Delegation to Committees

Under Article 4a of the Trust’s Memorandum and Articles, the charitable object of the Trust is to advance for the public benefit education in the United Kingdom, in particular by establishing, maintaining, carrying on, managing and developing the Bexley Grammar School Academy (“the Academy”) offering a broad and balanced curriculum. The Academy is also subject to obligations under its funding arrangements with the DfE and to the Academies’ governance and financial guidance and handbooks (the Academies Trust Handbook).

In pursuance of the charitable objective and to undertake the obligations and exercise specified powers in Article 5 of the Articles of Association and the guidance and handbooks, the Trust Board has established the following committees acting under Article 100b:

Finance and Resources Committee

Curriculum and Pupil Progress Committee

Staffing and Pupil Welfare Committee

Audit and Risk Committee

Pay Committee

Pay Appeals Committee

Pupil Discipline Committee

Headteacher Selection Panel

Deputy Headteacher Selection Panel

Staff Discipline Committee

Staff Discipline Appeal Committee

The Trust has also established pursuant to Article 105, defined roles as follows to be under the responsibility of a specified Trustee:

Trustee with Particular Interest in Safeguarding/Looked-after and Previously Looked-after Students

Trustee with Particular Interest in SEND/Pupil Premium/Disadvantaged Pupils

Trustee with Particular Interest in E-Safety

Trustee with Particular Interest in Careers Guidance and Employer Engagement

Headteacher

Pursuant to Article 107 of the Articles of Association, the Trust has delegated operational roles to the Headteacher with power to delegate functions to the Senior Management Team (“the SMT”).

Ad hoc committees, panels, and delegations

The Trust Board may establish such further committees, panels and delegations as may be required (eg to hear parental complaints, review exclusions). .

Membership of such panels will include Trustees, which may include external trustees, and third parties, provided that Trustees are in the majority or otherwise as delegated by the Trust Board.

Appointment and Review

The committee structure, membership and remit will be reviewed annually at the first meeting of the Trust Board in the academic year or ad hoc as determined by the Trust Board.

The chair of each committee will be appointed annually at the first meeting of the Trust Board in the academic year or as necessary during the course of the year. In the absence of the committee chair at a meeting, the members of the committee may appoint a chair for the purposes of that meeting.

Committee chair and membership appointments, “particular interest” appointments for the academic year 2025 – 2026 are attached as [Schedule 1](#) to this document.

The Headteacher, chair and vice-chair of the Trust Board are ex officio members of each committee.

Provisions as to quorum are set out in the Articles of Association.

A deputy Headteacher is in attendance at each committee meeting but is not entitled to vote and their attendance is not included for the purpose of securing a quorum.

Policies

The Trust Board is responsible for all policies governing the operation of the Academy. Preparation of the policies is delegated to the Headteacher and the SMT in consultation with the relevant committee. Attached as **Schedule 2** is a list of Academy Policies, the relevant committees, and the policy review dates.

TERMS OF DELEGATION 2025

Finance and Resources Committee

To ensure the finance and resources of the Academy are best used to secure the Trust's objectives and strategic priorities and in compliance with the Academies Finance Handbook and relevant DfE requirements.

To review the Academy's annual budget as presented by the Headteacher and the SMT for approval by the Trust Board.

To monitor the Academy's management accounts and take appropriate action to ensure that Academy expenditure is within its budget and within the resources available to it and to ensure sound accounting policies and processes are in place.

To satisfy itself that the Trust remains a going concern.

To delegate approval of items of expenditure to the Headteacher as per the BGS financial regulations manual and ensuring that delegated financial authorities are complied with.

To review each year policies relevant to the financial and resource management of the Academy and present such policies to the Trust Board annually.

To provide such information relating to the financial and resource management of the Academy as is required by the Audit and Risk Committee.

To ensure the provision of such assistance to the internal and external auditors as they require.

To ensure the provision of required information to the funding authorities and is accurate.

To consider and respond to the reports of the internal and external auditors and make recommendations to the Trust Board.

Curriculum and Pupil Progress Committee

To ensure that the educational objectives of the Trust are met in full, and that all students are given the opportunity to acquire the knowledge, skills and attributes to equip them for life both within and beyond the Academy setting to the best of their ability.

To monitor staffing sufficiency and ensure (in conjunction with the Finance and Resources Committee) that resources and processes are in place to secure sound performance and the delivery of the curriculum.

To ensure there are in place sound appraisal and performance management policies and processes.

To review the School Improvement Plan for approval by the Trust Board, ensuring that the requirements of the National Curriculum are met.

To ensure that all statutory obligations as to curriculum delivery are adhered to and that all guidance/best practice is considered and applied where appropriate.

To review educational targets.

To ensure that respect towards others, the value of diversity and the responsibility of good citizenship are fully promoted.

To monitor student achievement and standards throughout the whole Academy community, with particular regard to SEND students, the disadvantaged and under-privileged, looked after children and those for whom English is not their first language.

To monitor and ensure the optimum use of Pupil Premium.

To draw to the attention of the Audit and Risk Committee any issues requiring the attention of that Committee or the Trust Board.

Staffing and Pupil Welfare Committee

To ensure that staff and students work in a safe and secure environment.

To ensure delivery of all obligations as regards the safeguarding of children in education, making recommendations to the Trust Board as appropriate and reviewing all policies relating to safeguarding, including the Academy's Safeguarding and Child Protection Policy, the Staff Professional Guidance Policy, and the E-safety policy on at least an annual basis.

To monitor student attendance and behaviour, and specifically the level of exclusions and other disciplinary action, to identify trends and risks, and monitor steps taken to mitigate them.

To monitor adherence to all statutory obligations as regards health and safety (physical and mental) of staff and students.

To draw to the attention of the Audit and Risk Committee any issues requiring the attention of that Committee or the Trust Board.

To ensure there is in place an adequate whistle-blowing process.

Audit and Risk Committee

To maintain and review at least annually the Risk Register, making recommendations where appropriate to the Trust Board.

To ensure that risks are being addressed appropriately.

To review and ensure compliance with the Academies Governance Handbook and that guidance received from the DfE and other authorities is considered, making recommendations where appropriate to the Trust Board.

To ensure that the Trust has sound internal control (including the appointment of a suitably qualified internal auditor), risk management, and assurance processes in place, which are: clearly communicated and administered (including training); and appropriately monitored.

To review the Trust's governance structure, including the Trust Board committees, their membership and their terms of reference, making recommendations where appropriate to the Trust Board and the Members.

To monitor the operation of each of the Trust Board Committees and "particular interest" appointees.

To report to the Members as regards their roles, including in the appointment and removal of Trustees and Members; changing the Academy's Memorandum and Articles of Association; the appointment and removal of the Academy's external auditors; and the consideration of the external auditor's reports.

To ensure the Trust has adequate insurance cover.

Pay Committee

To consider and approve the recommendations of the Headteacher and the SMT of staff remuneration below the level of the Headteacher and the SMT.

To consider and approve the recommendations of the Headteacher on the remuneration of the SMT.

To determine (in the absence of the Headteacher) the remuneration of the headteacher having regard to objectives set and any appraisal reports.

Note: an employee of the Trust may not be a member of the Pay Committee.

Pay Appeal Committee

To hear and determine an appeal from any decision of the Pay Committee adopting such procedure as it considers fair to each party.

Note: an employee of the Trust may not be a member of the Pay Appeal Committee.

Pupil Discipline Committee

To hear representations from a student's parents/guardians in relation to exclusions (fixed term or permanent).

Headteacher Selection Panel

To take all steps necessary for the appointment to the post of Headteacher.

To appoint the Headteacher, subject to ratification by the Trust Board.

Staff Discipline Committee

To consider allegations of misconduct against staff where a formal sanction (warning; final warning; suspension; or dismissal) is a potential consequence.

To consider appeals from a decision of the Headteacher to suspend a member of staff pending investigation into an allegation of misconduct.

To consider appeals from a decision by the Headteacher to dismiss on grounds of lack of competence.

Staff Discipline Appeal Committee

To consider appeals by a member of staff from a decision of the Staff Discipline Committee

Headteacher

To conduct the day-to-day operation and management of the Academy, ensuring the efficient and effective implementation of the Academy's objectives, vision, policies and strategy.

To have the power to suspend and dismiss staff in cases of incompetence (subject to a right of appeal to the Staff Discipline Committee).

To provide such information as the Trust Board needs to: (1) ensure the Academy's objectives, vision, policies and strategy are being met; (2) hold the Headteacher and the SMT to account for the educational performance of the Academy and its students, and for the efficient and effective management of staff; (3) oversee the financial performance of the Academy, ensuring that money is well spent and that its resources are well-managed.

To provide advice to the Trust Board in setting the vision, policies and strategy of the Academy.

To delegate to the SMT and such other staff as is necessary to ensure the efficient and effective day-to-day operation and management of the Academy.

Approved by the Trust Board

23rd June 2025

9 Mar 2026