



WEAVER TRUST  
Scheme of Delegation

June 2020

## Introduction

**Weaver Trust, is a company limited by guarantee and registered in England and Wales under company number 10605768**

Weaver Trust is run by a Board of Trustees that is accountable to the Secretary of State for Education for the performance of each school / academy within the Trust.

The Weaver Trust Board has overall legal responsibility for the operation of the MAT and the schools/academies within it, however, the Board works in partnership with its family of schools/academies and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within them to provide the best outcomes for every child and young person in the Trust.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Members
- the Board of Trustees;
- the Local Governing Body of the School; and
- the Headteacher or Principal of each school/academy;

**This scheme should be read in conjunction with the Memorandum and Articles of Association, Master Funding Agreement, Supplemental Funding Agreement, the Weaver Trust Governor Handbook, the process for appointments to Local Governing Bodies in Weaver Trust, the Financial Procedures and Policy Manual, and other documents and guidance produced by Weaver Trust from time to time.**

## The Members

The members are akin to shareholders in a commercial company and have ultimate control over the direction of the trust through the appointment of Directors and control of the governance structure of the Weaver Trust Board.

## The Weaver Trust Board

The Weaver Trust Board is a Board of Trustees that has responsibility for the effective running of the Trust and the individual schools / academies within it. The Board may decide to form committees to carry out certain of its functions. The term 'Weaver Trust Board' will therefore include any such committees/boards that may be formed from time to time and decisions allocated to the Board may be taken by those committees in accordance with their terms of reference.

## Weaver Trust Board Sub-Committee – may be known as Local Governing Body (LGB), Local Advisory Board, (LAB), Local Education Committee (LEC)

This board is essentially a committee of the Trust which has delegated powers in order to oversee the running of its individual academy. This board may choose to delegate some of these powers to smaller committees or the Headteacher / Principal as it deems fit to fulfil its responsibilities. Where the document refers to the 'LGB' this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with this Weaver Trust Board Committee.

## Headteacher

In this document the term 'Headteacher' is used whereas in some schools 'Principal' is used; where it says Headteacher this can be read to also mean Principal. The Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff e.g. Business Manager or Deputy Headteacher. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Headteacher.

**In all cases the Weaver Trust Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers.**

### Local Governing Body Structure

The 'make-up' of the Local Governing Body will depend on whether or not the academy is a sponsored academy and also its school category prior to conversion as set out in the funding agreement. This structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the academy.

The total membership shall be not less than 7 and no more than 10. The membership shall comprise of:

- Not less than 2 Parent Governors
- 1 Staff Governor
- 1 Headteacher
- Up to 6 additional local governors, appointed by the Board

At any point the LGB must not have more than one third of the total number of its members who are employed at the academy (including the Headteacher).

The Trustees (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Trustee attending a meeting of the LGB shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The LGB may also have associate members. These do not count towards the quorum and do not have voting rights. No meeting of the Local Governing Body may be held unless at least one Local Governor who is also a Trustee is present throughout the meeting. Subject to that, meetings of the Local Governing Body shall be quorate if four or one third of its members are present (whichever is greater)

### Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are as for the Trustees as set out in the Articles of Association. LGB members will be required to sign a form indicating their eligibility prior to appointment.

Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check.

The term of office for all governors will be 2 years except for the Headteacher who is an ex officio member.

Any LGB member who is elected/appointed as a parent member of the LGB shall resign from office if and soon as he or she ceases to be a parent or guardian of a pupil at the Academy, whether or not that Parent Governor's term of office has expired.'

The Headteacher and staff LGB member will no longer sit on the LGB if they no longer work at the academy.

Governors may be removed by the body that appointed them except for elected Parent Members who may be removed by the Board of Trustees.

The Board of Trustees may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that breaches the Weaver Trust governor Code of Conduct which each member will be expected to sign.

### Delegated Powers

Each academy is ultimately governed by Weaver Trust, but the Trust recognises the benefits of the local skills, knowledge, autonomy and commitment required to support and challenge those who work within each academy to ensure the best outcomes for its children and young people.

This scheme sets out the decision making levels and responsibilities for the academy.

The levels may vary within the Trust depending on the situation of each academy (e.g. it is sponsored by Weaver Trust). This will be reviewed annually.

Weaver Trust reserves the right to overrule this scheme if at any point it judges the LGB is not acting in the best interests of the children and young people in the academy. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the vision and values of the Trust. It is expected that this would only occur in exceptional circumstances and the LGB will be given warning of any concerns.

## 1. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board	Members
Agree and amend Articles of Association					Amendments to the articles
Appoint/remove Members					Members and their appointing bodies
Appoint/remove Directors				Co-opts Directors in line with Articles	The majority of Directors are appointed by the Members.
Appoint and remove LGB members	<p>Administers the parent election process and make recommendations if too few parents stand.</p> <p>Administers the staff election process.</p>	<p>Recommends to Weaver Trust appointed governors following appointments process and based on LGB self-evaluation and skills audit.</p> <p>Arranges for the election of parent LGB members.</p> <p>Recommends to Weaver Trust Board staff member for LGB following an election process.</p> <p>Appoint co-opted members if required.</p>	<p>Appoints staff member on recommendation of LGB</p> <p>Oversees the LGB process and agrees appointments</p> <p>Monitors the effectiveness of LGBs, references LGB self-evaluation and skills audits to inform decisions about appointments</p>	Oversees the LGB appointments process and agrees appointments.	
DBS	Administers DBS Checks for all LGB members.	Ensures each member of the LGB has an up to date DBS check and renews on any reappointment or election	<p>Administers DBS checks for Board members.</p> <p>Receives summary of checks for LGB members and monitors process.</p> <p>Ensures the chair of the board undertakes enhanced DBS check as required by Secretary of State</p>	Monitors DBS compliance of through safeguarding reports from CEO.	

## 1. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board	Members
Register of business interests	<p>Ensures register of business interests and governor information is on the academy website.</p> <p>Ensure governor information is reported via Edubase for National Governance Register.</p>	Clerk to the LGB maintains register of business interests and reports any amendments to Weaver Trust Board.	<p>Ensures board and LGB information and register of business interests is maintained and published on the Trust website.</p> <p>Monitor academy websites.</p>	Clerk ensures Board and LGB information and register of business interests is maintained and published on the Trust website.	
Appoint Chair/vice-chair		<p>Annually elects Chair and recommends appointment to the Board.</p> <p>Annually elect a vice chair.</p>	Agrees Chair appointment and recommends to the Board.	Approves appointment of Chair of LGB.	
Agree and amend the scheme of delegation			Advises the board on the delegated powers for each academy following external inspection outcomes, discussions with LGB and the review of monitoring reports about the academy.	Delegates powers through its scheme of delegation and reviews annually. In the event that a school enters Special Measures or Requires Improvement the Board may amend the scheme of delegation.	
Agree membership and terms of reference for committees		Adopt terms of reference and membership.	Advises Board on LGB and Trust committees' terms of reference.	Agrees terms of reference for all Trust committees including LGBs.	
Appoint clerk		Appoints clerk to the LGB and monitors the quality of work, reporting any concerns to the Weaver Trust Board.	Monitors clerking across the Trust and makes recommendations to LGBs or takes action to replace clerk.	Appoints clerk to the Trust Board and committees other than LGBs.	

## 1. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board	Members
Meeting schedule		<p>Ensures LGB meets at least termly and sets out further meetings of the LGB and committees as required.</p> <p>Clerk sends schedule to the Board.</p>	<p>Liaises with the Chair of the Board to arrange meeting schedule of the Board and its committees and their chairs.</p> <p>Monitors meeting schedule of LGBs.</p>	Meets at least termly and sets out further meetings of Board and committees as required.	Meets at least annually to receive accounts and review trust.
Setting agendas and managing minutes.	<p>Agrees with LGB chair on setting agendas.</p> <p>Ensures part 1 minutes are published on the school website.</p>	Chair of the LGB sets the agenda following consultation with the Headteacher and the Board as necessary.	<p>Informs LGB Chair and Clerk of any items that must be included on any LGB agenda, if required.</p> <p>Liaises with the Chair of the MAT Board on setting agendas.</p> <p>Ensures part 1 minutes are published on website.</p>	Chair of the Board sets the Board of Trustees agenda consulting with the clerk and CEO as necessary.	
Policy development and approval.	<p>Draws up school specific policies outside Weaver Trust model framework.</p> <p>Adapts model / trust wide policies with information appropriate for school context and returns to Weaver Trust Board once agreed by the LGB. Ensures up to date policies are published on the website.</p>	<p>Presents school specific policies to be approved by the Trust Board.</p> <p>Receives model / trust wide policy.</p> <p>Agrees and approves contextual amendments proposed by the Headteacher.</p>	<p>Develops trust wide model policies for approval including:</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Capability</li> <li>• Charging &amp; remissions</li> <li>• Complaints</li> <li>• Critical incidents</li> <li>• Equalities</li> <li>• Equal opportunities</li> <li>• Exclusions</li> <li>• Financial procedures and authorisations</li> <li>• Freedom of information</li> <li>• Gifts and hospitality</li> <li>• Health and safety</li> <li>• Pay</li> <li>• Performance Appraisal</li> <li>• Recruitment</li> <li>• Safeguarding</li> </ul>	Approves Trust wide policies	

## 1. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board	Members
			<ul style="list-style-type: none"> <li>• SEND</li> <li>• Social media</li> <li>• Sex and relationships</li> <li>• Visits</li> </ul> <p>Others as requires at the discretion of the CEO.</p> <p>Monitors academy specific policies &amp; may override LGB approval if policies do not fulfil statutory requirements or MAT values.</p>		
Evaluation		Undertakes an annual self-review of the performance of the LGB and reports back to the Board.	<p>Monitors the work of the LGB.</p> <p>Participates in any External Review of Governance required of an LGB</p>	Undertakes an annual self-review of the performance of the Board and particularly its effectiveness in supporting schools.	Monitors the work of the Board through the AGM

## 2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Appointment of Headteacher (including maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the Board as well as the Chair of the LGB.	Identifies LGB members to sit on appointments panel constituted by the Board.  Informs Board of any sickness absence of the Headteacher.	Informs the Board of resignation, retirement, maternity leave or sickness absence.  Chairs the appointment panel and notifies Weaver Trust Board of its recommendations for the appointment.	Full Board ratifies (or not) the appointment of the Headteacher.
Senior Leadership Team Recruitment	Notifies the Board and the LGB Chair as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy Headteacher /Assistant Head).  Liaises with the Board and LGB in constituting a recruitment panel.	Identifies LGB members to sit on appointments panel constituted by the Headteacher and LGB Chair in collaboration with the Board.	Jointly leads the process for filling any vacancies in the Senior Leadership Team with the Headteacher and the LGB chair.  If there is any dispute over the appointment, the CEO will prevail.	
Teacher Recruitment	Informs Board and LGB Chair of any resignations.  Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.	Nominates a representative from the LGB to participate in the teacher appointment process.  Chair ensures LGB members involved in recruitment undertake Safer Recruitment training.	Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other academies in the Trust.	

2. PERSONNEL

Responsibility	Headteacher / Head of School	Local Governing Body	CEO	Weaver Trust Board
Support Staff Recruitment	As above but an LGB member may not be required to be involved in the process	May nominate a representative from the LGB to participate in the recruitment process if appropriate.	Provides advice and support as necessary for recruitment including consideration of recommendations of staff from other academies in the Trust.  Provides opportunities for safer recruitment training.	
Headteacher / Head of School Performance Appraisal and Salary Review		Chair of the LGB and at least one other LGB member with the Board' appointee undertake appraisal and salary review.  LGB recommends appropriate pay increment to the CEO.	Responsible for the arrangement of the Headteacher's Performance Appraisal and refers to the Weaver Trust Board for approval.  Ensures objectives link to the Strategic School Development Plan.	Receives the report and agrees any pay increment.
Teacher Appraisal and Salary Review	Undertakes appraisal and recommends pay changes to the LGB within agreed budget	Ensures appraisal takes place for staff and approves pay recommendations within agreed budget.	Monitors the salary review process across the Trust.	
Terms of Employment		Consulted regarding any proposed change to terms and conditions of employment.	Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.	Approves any changes to the terms of employment of school staff (both teaching and support). Leads on development of terms of employment of executive staff.

2. PERSONNEL

Responsibility	Headteacher / Head of School	Local Governing Body	CEO	Weaver Trust Board
<p>Reductions in Staffing and Revisions to Staffing Structures</p>	<p>Notifies the Board and LGB Chair as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>Proposes a revised staffing structure with the support of the Board's HR Director for consultation with the LGB.</p> <p>Manages the redundancy process with the support of the Board and HR Director.</p>	<p>Consulted regarding any proposals for reducing staffing or revising staffing structures.</p> <p>Works with the Headteacher and the Board's HR Director in supporting the restructuring process.</p> <p>Forms panel to agree recommendations to the Board for redundancy.</p>	<p>Supports the Headteacher / Head of School throughout the restructuring process.</p> <p>Refers recommendations for revised staffing structures and possible redundancies to Weaver Trust Board for approval.</p>	<p>Approves or amends redundancy/restructuring proposal based on recommendation from HR Director.</p>
<p>Disciplinary and grievance procedures</p>	<p>Notifies the Board, LGB Chair and HR Director as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures.</p> <p>Ensures Weaver Trust disciplinary and grievance procedures are followed.</p> <p>Notifies HR Director that disciplinary action or suspension is being initiated.</p>	<p>Chair responsible for informing the Board and HR Director if an allegation is made against the Headteacher.</p> <p>Kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p> <p>Forms panels for Disciplinary and grievance hearings (except for the Headteacher) as may be required</p>	<p>Responsible for the constitution of panels consisting of members of Weaver Trust Board for Disciplinary and Grievance hearings for the Headteacher / Head of School and Appeal Hearings against the decision of the LGB.</p>	<p>Sits on panels for disciplinary/grievance (Headteacher) and Appeal Hearings.</p> <p>Weaver Trust Chair ensures Weaver Trust disciplinary and grievance procedures are followed with support from the HR Director</p>
<p>Capability Proceedings</p>	<p>Manages the process set out in Weaver Trust appraisal and capability procedures.</p> <p>Keeps the Board and LGB informed regarding the progress of the proceedings for any member of teaching or support staff</p>	<p>Informs HR Director of any capability concerns regarding the Headteacher.</p> <p>Chair works with HR Director on proceedings involving the Headteacher.</p>	<p>Manages the process set out in Weaver Trust Appraisal and Capability procedures where the Headteacher / Head of School is subject to capability.</p>	<p>Sit on panels for final stage Capability (Headteacher) and Appeal Hearings</p>

### 3. CURRICULUM AND STANDARDS

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Curriculum	<p>Develops a broad and balanced curriculum consistent with current national and Weaver Trust strategies and trust wide values.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum.</p> <p>Works with other academies in the Trust to develop common practices to provide consistency.</p>	<p>Monitors curriculum implementation</p>	<p>With the Headteacher / Head of School, monitor the curriculum and facilitate school to school work to support curriculum development and build consistency across the trust.</p>	<p>Receives reports from Teaching &amp; Learning Director on curriculum development and monitors implementation across the Trust.</p>
School Development	<p>Draws up a draft School Strategic Development Plan (SSDP) in conjunction with the Teaching &amp; Learning Director prior to submitting it to the LGB.</p> <p>Ensures that budget aligns with SSDP.</p> <p>Monitors the ongoing actions of the plan with the Teaching &amp; Learning Director and provides regular reports to the LGB.</p> <p>Undertakes regular school self-evaluation and reports to the LGB and the Teaching &amp; Learning Director.</p> <p>Sets challenging targets for assessment outcomes and achievement with the Teaching &amp; Learning Director.</p>	<p>Monitors the SSDP and takes action as necessary.</p> <p>Contributes to school self-evaluation</p> <p>Monitors self-evaluation and progress towards targets and takes action as necessary</p>	<p>Reports regularly to the Board on development across the Trust about standards and performance of each academy.</p> <p>Informs Board if monitoring indicates concern about an academy.</p> <p>Agrees SSDP and whole school targets.</p>	<p>Monitors development across the Trust and takes action as necessary.</p>

4. WELFARE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Safeguarding (including Prevent)	<p>Ensures a senior qualified Designated Safeguarding member of teaching staff has been appointed and that their training is current.</p> <p>Ensures all staff and LGB members receive regular safeguarding and prevent training as set out in Weaver Trust Safeguarding Policy.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair and HR Director immediately of any allegation made against a member of staff.</p> <p>Appoints a designated member of staff for Looked After Children</p> <p>Maintains the Single Central Record.</p> <p>Undertakes DBS checks for all staff, LGB members and volunteers.</p>	<p>Responsible for safeguarding in the school by implementing and monitoring the effectiveness of the school's safeguarding and child protection policies.</p> <p>Appoints one of its members as the named governor to liaise with the Headteacher regarding safeguarding matters.</p> <p>Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all members.</p> <p>Monitors Single Central Record and ensures it is up to date.</p>	<p>Ensures each academy has appointed designated Looked After Children, safeguarding leads and governors.</p> <p>Makes arrangement for safeguarding audits and reports the outcomes to LGBs in detail and in summary to Weaver Trust Board.</p> <p>Informs Weaver Trust Board of any safeguarding allegation raised in respect of the Headteacher / Head of School, any member of the Senior Leadership Team or any other key employee of the academy, and takes action as necessary.</p>	<p>Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>
Special Educational Needs	<p>Designates a SENCO (INCO)</p> <p>Ensures compliance with the Equality Act.</p> <p>Reports to LGB and Teaching &amp; Learning Director on achievement of SEND pupils.</p>	<p>Appoints governor responsible for SEN and inclusion.</p> <p>Monitors implementation of SEN policy and achievement of pupils with SEN, including compliance with statute.</p>	<p>Monitor the outcomes for SEN pupils and report any concerns to the Board.</p> <p>Ensure that each academy is compliant with current legislation.</p>	<p>Has overall responsibility for ensuring that SEND policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>

4. WELFARE

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Pupil Premium	<p>Implements Pupil Premium Policy.</p> <p>Develops plan for the use of pupil premium to be submitted to the LGB</p> <p>Monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB.</p> <p>Publishes Pupil Premium Plan on the website</p>	<p>Appoints a governor responsible for pupil premium.</p> <p>Approves pupil premium policy and plan.</p> <p>Monitors impact of pupil premium.</p> <p>Ensures statutory information regarding pupil premium is published on the school website.</p>	<p>Monitor the impact of Pupil Premium across the Trust and report to the Board.</p>	<p>Receives reports on Pupil Premium and takes action as necessary.</p>
Behaviour and attendance	<p>Reports on pupil absences and develops procedures to continually improve attendance.</p> <p>Implements appropriate behaviour strategies and reports regularly on behaviour to the LGB.</p> <p>Informs the Board and Chair of LGB immediately of any serious incidents.</p> <p>Ensures Weaver Trust exclusions policy and procedures are followed.</p>	<p>Monitor school attendance policy and targets.</p> <p>Monitors levels of attendance and takes action as necessary.</p> <p>Agrees school behaviour policy following Weaver Trust model and guidelines.</p> <p>Monitors behaviour in the school.</p> <p>Constitutes panel to review exclusions as required by Weaver Trust exclusions procedures and statutory guidance.</p>	<p>Monitor attendance and exclusions across the Trust and report to the Board.</p> <p>Set Attendance targets</p> <p>Support the Headteacher / Head of School in setting up Independent Review Panels.</p>	<p>Monitors attendance and exclusions across the Trust and takes action as necessary.</p>

5. ACADEMY ORGANISATION

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Term dates and academy hours	<p>Proposes term dates, Inset days and opening hours based on local context and other provision in the area to LGB.</p> <p>Reports agreed term dates, inset days and opening hours to the Board.</p>		<p>Monitor across the trust and report any issues to the Board.</p> <p>At the CEO's discretion, designate one mandatory Inset day for some or all Weaver Trust schools.</p>	Agrees term times, Inset days and opening hours.
Admissions	Ensures admissions procedures are followed.	<p>Monitors and implements the Admissions Policy</p> <p>Undertakes statutory consultation process.</p> <p>Ensures appeals procedures follow statutory requirements.</p>	<p>Ensures all admission policies are compliant and academies use an appeals service that fulfils statutory requirements.</p> <p>Advise Board of admissions policy of schools joining and any amendments thereafter.</p>	Agrees admissions policy based on current regulations & Weaver Trust requirements and in accordance with the admissions code and submits draft policy to the Board in the autumn term and prior to any consultation.
Information Management	<p>Ensures publication of statutory information on the school website.</p> <p>Maintains accurate and secure pupil and staff records.</p> <p>Ensures compliance with data protection legislation in the academy.</p> <p>Ensure that all staff are trained on IT and information management and privacy.</p>	<p>Ensures effective implementation of data protection policies and procedures.</p> <p>Ensures secure systems are in place.</p> <p>Monitors the publication of statutory information on the website.</p>	<p>Sets standards for information security, privacy, data protection and freedom of information for Weaver Trust &amp; ensures compliance with data protection legislation across all schools.</p> <p>Maintains accurate and secure staff records for Weaver Trust central functions.</p> <p>Ensures registration with the Information Commissioner's Office is up to date.</p> <p>Monitor academy websites across Trust to ensure statutory information is included.</p>	Has overall responsibility for ensuring that Data Protection policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.

6. PREMISES

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Health and Safety	<p>Draws up site specific health and safety procedures based on Weaver Trust policy and procedures.</p> <p>Ensures suitable risk assessments are prepared and appropriate actions taken.</p> <p>Ensures that proper policy is followed in good time for all external visits.</p> <p>Monitors the accident book and agrees appropriate actions.</p> <p>Reports immediately to the LGB and the Board any serious incidents.</p> <p>Reports compliance with health and safety systems termly to the Board.</p>	<p>Appoints a governor with responsibility for Health and Safety.</p> <p>Approves site specific procedures.</p> <p>Monitors the effectiveness of health and safety policy and procedures.</p> <p>Undertakes annual site inspections with a senior member of staff.</p>	<p>Determines Health and Safety Policy and ensure it is known to all academies and staff.</p> <p>Develop a Health and Safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance.</p> <p>Ensures adequate insurance cover is in place.</p> <p>Monitors health and safety procedures across the Trust.</p> <p>Reviews academy risk registers and reports health and safety performance to the Board.</p> <p>Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.</p>	<p>Reviews risk management and maintains Trust risk register.</p> <p>Approves insurance arrangements.</p> <p>Has overall responsibility for ensuring that Health and Safety policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>
Maintenance	<p>Works with building consultants to draw up a Premises Maintenance Programme within Weaver Trust guidelines that is costed and the expenditure built in to the Budget Forecast</p> <p>Reports plan to the LGB and the Board.</p>	<p>Approves plan and monitors the implementation of the Premises Maintenance Programme.</p>	<p>Monitors the Premises Maintenance programmes and develops a trust wide programme to ensure good maintenance across the trust.</p>	<p>Receives reports on the Premises Maintenance Programmes across the Trust and makes amendments as necessary to ensure financial viability as well as appropriate learning environments.</p>

6. PREMISES

Responsibility	Headteacher	Local Governing Body	CEO	Weaver Trust Board
Capital work	<p>Works with building consultants to identify capital needs and submits a building development plan to the LGB.</p> <p>Works with consultant and the Board to recommend projects to the LGB.</p> <p>Works with consultant and the Board to submit applications to the EFA.</p>	<p>Appoints building consultant from the Board's approved list.</p> <p>Agrees Building Development plan to be submitted to the Board.</p> <p>Agrees projects to be recommended to the Board.</p>	<p>Reports on academy building development plans to the Board.</p> <p>Approves applications to the ESFA based on school building development plans.</p> <p>Works with academy and building consultant to ensure efficient running of the project.</p>	<p>Approves academy building development plans.</p> <p>Monitors capital work across the Trust.</p>
Minor Building works using DFC	Identifies areas of need that may be covered by DFC for submission to the LGB.	Approves expenditure of DFC.		

7. FINANCE

Responsibility	Headteacher	Local Governing Body	Chief Financial Officer	CEO	Audit and Finance Committee	Weaver Trust Board	Members
General	<p>Operates compliant financial processes within the school.</p> <p>Maintains adequate operational and internal controls in line with Weaver Trust Financial Procedures and Policy Manual.</p> <p>Maintains full, accurate and up to date records in order to provide financial and statistical information.</p>	<p>Ensures there are adequate operational controls in place for all the financial processes within the academy with reference to Weaver Trust Financial Procedures and Policy Manual.</p>		<p>Recommends to the Board appropriate levels of delegation based on the current circumstances of the academy.</p> <p>Ensures the Financial Scheme of Delegation is operated in conjunction with Financial Regulations.</p> <p>Ensures the financial procedures reflect the scheme of delegation.</p>		<p>Approves the scheme of delegation which includes its financial powers and duties to its Trustees and Academies.</p> <p>Approves Weaver Trust Financial Procedures and Policy Manual.</p> <p>Approves the amount to be retained from the academy budget to cover services provided centrally.</p>	
Audit	<p>Ensures full, accurate and up to date records are kept and available for audit.</p>	<p>Receives the reports and supplementary information given by the external auditor and takes action as necessary.</p> <p>Informs the Finance Director if it suspects any irregularity affecting resources.</p>	<p>Ensures full, accurate and up to date records are kept and available for audit.</p> <p>Ensures any actions agreed by the Board, following reports on internal and external audit are carried out.</p>	<p>Ensures each academy is audited as required and procedures for internal audit followed.</p> <p>Ensures any actions agreed by the Board, following reports on internal and external audit are carried out.</p> <p>Provide the Board with informed assurance of compliance with Trust procedures and the terms of the Funding Agreements and</p>		<p>Recommends external auditors to the Members</p> <p>Agrees process for appropriate internal audit.</p> <p>Receives reports on internal audit and agrees any necessary action.</p> <p>Informs the EFA if it suspects any irregularity affecting resources.</p>	<p>Appoints and removes external auditors</p>

7. FINANCE

Responsibility	Headteacher	Local Governing Body	Chief Financial Officer	CEO	Audit and Finance Committee	Weaver Trust Board	Members
				Academies Handbook.			
Budgets/Budgetary control	<p>Prepares an annual draft budget plan for consideration by the LGB before the start of the relevant financial year Supported by a 3 year financial plan.</p> <p>Monitors expenditure and income against the approved annual budget and submits regular reports on the school's financial position to the LGB.</p>	<p>Agrees the annual school budget and supporting 3 year plan for formal approval by the Trust by 15th June prior to the start of each financial year.</p> <p>Approves the allocation of school reserves up to £30,000 to support the in-year budget and immediately reports this decision to the Director of Finance.</p> <p>Monitor the effectiveness of financial controls in the academy and holds the Headteacher to account for financial performance.</p> <p>Reviews the draft financial statements prior to audit and approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Considers budgetary control reports on the school's financial position, taking appropriate action to contain expenditure within the overall budget and reporting to the Board.</p>	<p>Undertakes the preparation of the draft financial statements for each academy prior to audit.</p> <p>Reports the budget to the board.</p> <p>Monitors income and expenditure from individual academies and the centre and makes regular reports to the Board.</p> <p>Monitors Weaver Trust central spending and report this to the board.</p>	<p>Oversees the preparation of the draft financial statements for each academy prior to audit.</p> <p>Ensure that each academy has approved the annual academy budget by 30<sup>th</sup> June, prior to the start of each financial year supported by a 3 year financial plan.</p> <p>Monitors income and expenditure from individual academies and the centre and makes regular reports to the Board.</p> <p>Manages Weaver Trust central spending and report this to the board.</p> <p>Authorise allocations over £30,000 and up to £50,000 from school reserves to support the in-year budget.</p>		<p>Approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Approves school budget for submission to the EFA by 31 July.</p> <p>Considers budgetary control reports for each school's accounts with relevant explanations and documentation where required.</p> <p>Authorises allocations from reserves in excess of £50,000 for each school.</p>	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	Chief Financial Officer	CEO	Audit and Finance Committee	Weaver Trust Board	Members
		<p>Reports to the Director of Finance.</p> <p>all significant financial matters and any actual or potential overspending on the overall school annual budget.</p>					
<p>Contracts, purchasing and payments</p>	<p>Ensures all contracts and agreements conform with Weaver Trust Financial policy and procedures.</p> <p>Accepts quotations up to £10,000 in value.</p> <p>Signs contracts to the value of £10,000 on behalf of the LGB.</p> <p>Authorises contracts and expenditure of up to £10,000 where such contracts are within the budget.</p> <p>Authorises members of staff to receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff.</p> <p>Ensures that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.</p> <p>Notifies the payroll provider of any matters affecting payments to employees.</p>	<p>Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts.</p> <p>Authorises the award of contracts or purchases of between £10,000 - £20,000 where such contracts are within the budget.</p> <p>Informs Director of Finance of any services required that could be purchased at Trust level to provide best value for money.</p> <p>Signs contracts to the value of £20,000 on behalf of the school.</p>	<p>Arranges for tendering and contract negotiation for services requested by a group of academies to achieve best value for money.</p> <p>Has receipt and custody of all tenders.</p>	<p>Advises academies on contracts and best value for money.</p> <p>Identifies Trust wide services and arranges for contract tenders.</p> <p>Authorises members of staff to open tenders.</p> <p>Authorises the award of central contracts for Weaver Trust central functions for purchases up to £5,000 in value (contracts up to £100,000 are authorized by the Chair)</p>	<p>Authorises or arranges approval of contracts between £20,000 - £50,000 in accordance with the authorization levels.</p> <p>Signs contracts to the value of £20,000 on behalf of the Trust.</p>	<p>Approves contracts with a value in excess of £50,000.</p> <p>Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of the Trust or schools.</p> <p>Authorises the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and authorises the award of such tenders and informs the LGB.</p> <p>Authorises all virements in excess of £100,000 between or within budget headings for each academy and notifies the LGB of the school as appropriate.</p>	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	Chief Financial Officer	CEO	Audit and Finance Committee	Weaver Trust Board	Members
Income and security of Assets	<p>Ensures the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with Weaver Trust financial policy and procedures.</p> <p>Ensures proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.</p> <p>Ensures that all income is accurately accounted for and is promptly collected and banked intact.</p> <p>Notifies the LGB on any eventuality that could affect the academy's insurance arrangements.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant.</p> <p>Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of up to £1,000.</p> <p>Authorises the write off of debts not collectable up to £1,000</p>	<p>Authorises the write off of debts not collectable between £1,000 and £10,000 (Subject to limits set by EFA that require EFA approval).</p> <p>Arranges for annual independent checks of assets and the asset register.</p> <p>Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of between £1,000 and £10,000.</p> <p>Notifies the Director of Finance on any eventuality that could affect the academy's insurance arrangements.</p>		<p>Arranges for adequate insurance cover for each academy.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant held centrally.</p>		<p>Authorises the write off of debts not collectable over £10,000 (Subject to limits set by EFA that require EFA approval).</p> <p>Authorises the disposal of individual items of equipment and materials owned by the school that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £10,000.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant held centrally.</p>	

AUTHORISATION LEVELS

Delegated Duty	Value	Delegated Authority
Ordering Goods and Services (raising requisitions) for delegated items	Up to £10,000	Headteacher / Head of School
	£10,000 to £20,000	LGB
	£20,000 to £50,000 or any non-delegated item	Audit and Finance Committee
	Over £50,000	Weaver Trust Board
BACS payment authorisations and other bank transfers	Total value of BACS payment up to £100,000	Processed through online banking system and dually authorized by Chief Financial Officer and CEO
BACS payment authorisations and other bank transfers	Total value of BACS payment over £100,000	Processed through online banking system and dually authorized by Chief Financial Officer and CEO with prior approval from the Weaver Trust Board
Signatories for EFA grant claims and EFA returns Approval of in-year over or underspend of budget heads (for delegated items) within overall annual budget		Two signatories (or as required by EFA) from: <ul style="list-style-type: none"> <li>- Headteacher / Head of School</li> <li>- School Business Manager (or equivalent)</li> <li>- Nominated Governor</li> <li>- CEO</li> </ul> Weaver Trust Finance Director
	Up to £50,000	Headteacher / Head of School
	Over £50,000 and below £75,000	LGB
Approval of use of school's reserves	Over £50,000	Weaver Trust Board
	Up to £30,000	LGB
	Between £30,000 and £50,000	CEO
Disposal of assets	Over £10,000	Weaver Trust Board
	Up to £1,000	Headteacher / Head of School
	£1,000 to £10,000	LGB

Write-off of bad debts (Subject to limits set by EFA that require EFA approval. Write-off of bad debts (Subject to limits set by EFA that require EFA approval.	Over £10,000	Weaver Trust Board
	Up to £1,000	Headteacher / Head of School
	Up to £10,000	LGB
Granting or take up of any leasehold or tenancy agreement exceeding three years	Over £10,000	Weaver Trust Board
Granting or take up of any leasehold or tenancy agreement exceeding three years Quotations and tendering for delegated items	Any	Weaver Trust Finance Director
	£5,000 to £20,000	Three written quotations are required
	£20,000 to relevant OJEU limit	As above but requiring Weaver Trust Board approval
Authority to accept other than lowest quotation	Over OJEU limit	OJEU advertising required, Weaver Trust Board approval
Authority to accept other than lowest quotation	Any	Weaver Trust
Raising invoices to collect income	Any	School Business Manager (or equivalent)
Recruitment (except Principal and Vice Principal)	Authorisation to advertise a budgeted vacancy	Headteacher / Head of School