Weaver Trust

Inspire - Believe - Achieve

Scheme of Delegation

September 2026

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 / school within the Trust.

The Weaver Trust Board has overall legal responsibility for the operation of the MAT and the schools/schools within it, however, the Board works in partnership with its family of schools/schools and uses the skills and knowledge of Local Education Committees 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 Chief Executive Officer (CEO)
- the Local Education Committee (LEC) of the School;
- the Executive Headteacher (EHT) and
- the Headteacher or Head of School of each school.

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 Education Committees s in Weaver Trust, the Financial Procedures and Policies, 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 Trustees 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 sets the strategy and oversees the delivery of that strategy within the Trust and each individual Trust school. The Board will form committees to carry out certain functions. The term 'Weaver Trust Board' will therefore include any such committee formed, and decisions allocated to the Board may be delegated to those committees in accordance with the committee's approved terms of reference. Such committees currently include Finance, Audit and Risk Committee, Education and Standards Committee and our Partnership Steering Group. Our Local Education Committees are also sub-committees of the Trust Board.

Finance, Audit and Risk Committee

The Finance, Audit and Risk Committee has been established by the Board to provide oversight, financial probity and rigour to the Trust's governance. The committee operates in accordance with the Board approved Terms of Reference that are separately documented. Membership of this committee is determined annually by the Board with each committee Chair and Vice-Chair appointed by the Board. Any Trustee can attend any sub-committee meeting and has full voting rights on any proposal discussed. The Chair does not have a casting vote in the event of tied voting.

Education and Standards Committee

This committee has been established to provide oversight of the curriculum and quality of education in each of our schools, paying particular attention to school performance in line with targets set. In addition, this committee will monitor and evaluate the overall effectiveness of leadership and management at our schools, supporting and challenging to ensure the very best provision for all.

MAT Partnerships Committee (Known as Partnership Steering Group)

This committee has been established to apply the approved 'Road Map' to any school or MAT that may be of interest to the Trust, receiving and reviewing the CEO's assessment information agree next steps.

Weaver Trust Board Local Education Sub-Committee (LEC)

The Weaver Trust Board Local Education Sub-Committee is a committee of the Trust which has delegated powers. Each school has its own individual Local Education Committee and this is responsible for overseeing all educational aspects related to the pupil performance outcomes of its school and may choose to delegate some of this responsibility to smaller committees or the Headteacher / Executive Headteacher and Head of School as it deems fit to fulfil its responsibilities. The LEC retains responsibility even when it has delegated the responsibility to other parties. Where the document refers to the 'LEC' this may include such other sub committees or further delegation but with the understanding that the ultimate responsibility lies with Weaver Trust Board Trustees.

There may be circumstances when the Trust Board needs to intervene at a local level and remove some of the delegated responsibilities. The exact arrangement is tailored to the needs, context and the aspirations of each Local Education Committee, coupled with the Trust Board's highest aspirations for each school and its leadership.

Chief Executive Officer (CEO)

The Chief Executive Officer is also the Accounting Officer of the Trust. This person is responsible for delivering the vision and strategy for the Trust and the schools therein, for the relationships, people and culture improvement, organisational performance, sustainability and compliance. The Chief Executive Office is ultimately responsible for the safety and well-being of all pupils, for putting building blocks in place for each pupil to achieve their full potential and for the safety and well-being of every child in our Trust.

Chief Finance Officer (CFO)

The Chief Finance Officer is responsible for providing strong leadership for our Trust, ensuring our financial systems are robust, including financial planning, management of financial risks, record keeping and financial reporting. Our DFO also provides strategic leadership for IT, Estates and HR.

Executive Headteacher

Where an Executive Headteacher is in post, this would be an experienced Headteacher who is employed to provide support, coaching and mentoring to a less-experienced Head of School colleague. Whilst the ultimate responsibility for the school's performance lies with the Executive Headteacher, the Head of School is responsible, under their direction, for the day-to-day running of the school.

Headteacher / Head of School

In this document the term 'Headteacher' is used whereas in some schools a 'Head of School', supported by an Executive Headteacher, term will be used. The Headteacher / Executive Headteacher and Head of School may be assigned delegated powers but may choose to delegate these further to another member of staff e.g. Deputy or Assistant Headteacher. The documented and agreed delegated powers will ensure there are no gaps or duplication between the post-holders. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility still lies with the Headteacher, or, where a Head of School is in post, the ultimate accountability lies with the Executive Headteacher.

In all cases the Weaver Trust Board is accountable directly to the Secretary of State for each school and has overall responsibility in all areas regardless of any approved or exercised delegated powers.

Local Education Committee Structure

The 'make-up' of the Local Education Committee will depend on the whether or not the school is a sponsored school and also its school category prior to conversion to join the Weaver Trust, 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 school. Every LEC member will be referred to as a governor.

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

- Not less than 2 Parent Governors
- 1 Staff Governor
- 1 Headteacher / Head of School
- Up to 6 additional co-opted governors, appointed by the Board

At any point the LEC must not have more than one third of the total number of its members who are employed at the school (including the Headteacher). The Chair and Vice-Chair of the LEC shall be appointed each year by a vote of the LEC members present at the 1st meeting of the new academic year. The Chair has the casting vote in the event of a voting tie on any proposal.

The Trustees (all or any of them) shall also be entitled to attend any meetings of the LEC and will be advised well in advance of any such LEC meetings. Any Trustee attending a meeting of the LEC shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LEC. Meetings of the LEC shall be quorate if half of its members are present (whichever is greater).

Term of Office and Resignation/Removal

The qualifications for being eligible to sit on the LEC are, as for the Trustees, set out in the Articles of Association. Governors will be required to sign a form indicating their eligibility prior to appointment and must immediately advise the Chair of any change in their circumstances that affects their eligibility to continue to sit on the LEC.

Governors are required to undertake an enhanced DBS check prior to initial appointment. The Board reserves the right to refuse the appointment of any governor based on the outcome of the DBS check. The term of office for all governors will be 4 years, except for the Headteacher who is an ex officio member.

Any governor who is elected/appointed as a parent member of the LEC shall cease to be a governor at the point their child leaves the school, or when that Parent Governor's term of office has expired.

The Headteacher and any staff LEC member will no longer sit on the LEC when they no longer are employed by the Trust.

The Board of Trustees may remove any member who, in its reasonable opinion, has become ineligible to sit on the LEC as set out in the Articles, whose non-attendance impacts on effective governance, or who has acted in a manner that breaches the Weaver Trust Governor Code of Conduct which each member will be expected to sign and adhere to at all times.

Delegated Powers

Each school 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 school that maximizes the opportunities for our children and their outcomes.

This scheme of delegation sets out the decision-making levels and responsibilities Trust-wide and for each school.

The delegated levels of authority may vary within the Trust depending on the specific situation of each school (e.g. it is sponsored by Weaver Trust). This will be reviewed annually or more frequently, as required.

Weaver Trust Board reserves the right to overrule this scheme if at any point it determines the LEC is not fully acting in the best interests of the children and young people in any school. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of any delegated 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 LEC will normally be given prior written warning of any concerns, although the Trust reserve the right to intervene at any time with no prior notice should it feel the circumstances dictate such an approach.

1. GOVERNANCE					
Responsibility	**Headteacher**	**Local Education Committee**	**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 Trustees				Co-opts Trustees in line with Articles	All Trustees are to be appointed by the Members
Appoint and remove LEC members	Administers the parent election process and make recommendations if too few parents stand. Administers the staff election process. Recommends staff and parent governors to LEC following appointments process and based on LEC self-evaluation and skills audit.	Arranges for the election of parent LEC members. Appoints staff member for LEC following an election process. Appoints co-opted members, if required.	Oversees the LEC process for appointments Monitors the effectiveness of LECs, references LEC self-evaluation and skills audits to inform decisions about appointments Escalates concerns regarding a LEC to Trustees	Implements an IEB, as required Removes governors or implements an IEB, as required	
DBS	Administers DBS Checks for all LEC members.	Ensures each member of the LEC has an up to date DBS check and renews on any reappointment or election	Administers DBS checks for Board members and Trustees. Receives summary of checks for Members, Trustees and LEC members and monitors process. Ensures the chair of the board undertakes enhanced DBS check as required by Secretary of State	Monitors DBS compliance through regular safeguarding reports from CEO.	

1. GOVERNANCE					
Responsibility	**Headteacher**	**Local Education Committee**	**CEO**	**Weaver Trust Board**	**Members**
Register of business interests	Ensures register of business interests and governor information, including attendance at LEC meetings, is published on the school website. Ensures governor information is reported via on Governor Hub and Getting Information About Schools Monitor school websites to ensure statutory requirements are met.	LEC maintains register of business interests and reports any amendments to Weaver Trust Board.	Ensures Board and LEC information and register of business interests is maintained and published on the Trust website.	Governance Professional ensures Board and LEC information and register of business interests is maintained and published on the Trust website.	
Appoint each LEC Chair & Vice-Chair		Annually elects Chair and Vice-Chair and recommends this to trustees		Approves LEC Chair and Vice-Chair appointments.	
Agree and amend the scheme of delegation			Proposes to the Board the delegated powers for each school following external inspection outcomes, discussions with LEC and the review of monitoring and progress reports on each school.	Approves the delegated powers through its scheme of delegation and reviews annually. In the event that a school needs Urgent Improvement the Board may amend the scheme of delegation with immediate effect with no prior notice although prior written notice will be provided as appropriate.	
Agree membership and terms of reference for committees		Adopt terms of reference and membership as appropriate.	Advises Board on LEC and proposes Trust committees' terms of reference.	Agrees terms of reference for all Trust committees including LECs.	
Appoint LEC clerk		Monitors the quality of the clerk's work, reporting any concerns to the CEO.	Monitors clerking across the Trust and makes recommendations to Trust Board or takes action to replace clerk.		

1. GOVERNANCE					
Responsibility	**Headteacher**	**Local Education Committee**	**CEO**	**Weaver Trust Board**	**Members**
Appoint Governance Professional to the Board			Monitors clerking across the Trust and makes recommendations to Trust Board or takes action to replace the Governance Professional.	Appoint Governance Professional to the Trust Board and its committees, excluding LECs.	
Meeting schedule		Ensures LEC meets in line with the annual published schedule and sets out further meetings of the LEC and committees as required. Clerk sends LEC meeting schedule to the Board. Monitors meeting schedule of LECs and advises the CEO if the meetings are not held and/or attendance doesn't fulfil the quorum requirements.	Liaises with the Chair of the Trust Board to arrange meeting schedule of the Trust Board and its committees and their chairs.	Meets at least termly and holds further meetings of Board and committees as required. The meetings schedule will be in line with the AHB	Meets at least annually to receive the Annual Report & Accounts, appoints the external auditors and reviews trust performance and strategy.
Setting agendas and managing Minutes.	Agrees with LEC Chair and clerk on meeting agenda.	Chair of the LEC sets the agenda following consultation with the Headteacher and the Trust Board as necessary.	Informs LEC Chair and Clerk of any items that must be included on any LEC agenda, if required. Liaises with the Chair of the Trust Board and Chair of each sub-committee on setting meeting agenda.	Chair of the Board sets the Board of Trustees agenda consulting with the governance professional and CEO as necessary. Chair of each committee sets the Committee Agenda, consulting with the governance professional and CEO as necessary. Chair of trustees has oversight of agenda schedule for LECs	
Policy development and approval.	Draws up school specific policies within Weaver Trust model framework. Adapts model / Trust-wide policies with information appropriate for school context	Presents school specific policies to be considered and approved by the Trust Board. Receives model / trust wide policies.	Develops trust wide model policies for approval including: ● Admissions ● Capability ^ ● Charging & remissions * ● Complaints ● Critical incidents ~	Approves Trust wide policies (Finance Policies * will be approved by the ~~F~~inance, Audit and Risk Committee HR policies ^ will be approved by Ed and Standards Committee; and premises related policies ~	

1. GOVERNANCE					
Responsibility	**Headteacher**	**Local Education Committee**	**CEO**	**Weaver Trust Board**	**Members**
	and returns to CEO once agreed by the LEC. Ensures up-to-date policies are published on the website.	Agrees and proposes contextual amendments to each Policy proposed by the Headteacher. Identifies and proposes to the CEO any new policies or any proposed change to an existing policy.	• Equalities • Equal opportunities • Exclusions • Financial procedures and authorisations * • Freedom of information • Gifts and hospitality * • Health and safety ~ • Pay * • Performance Appraisal ^ • Recruitment ^ • Safeguarding • SEND ^ • Social media ^ • Sex and relationships • Visits Others as required at the discretion of the CEO. Monitors school specific policies & may override LEC approval if policies do not fulfil statutory requirements or MAT values.	will be approved by Finance, Audit and Risk Committee All other statutory policies will be approved by Trust Board)	
Evaluation		Undertakes an annual self-review of the performance of the LEC and provides a report back to the Board. Participates in any External Review of Governance commissioned by the Trust.	Monitors the work of the LEC. Participates in any External Review of Governance. Oversees implementation of Governance Training Plan.	Undertakes an annual self-review of the performance of the Board and particularly its effectiveness in supporting schools, plus legal regulatory and statutory compliance. Will undertake a full external Governance Audit at least once every 3 years.	Seek assurance of the effectiveness of governance of the Trust through the AGM
Risk and Audit	Management of operational school risks Escalation of significant risks to the CEO		Escalation of significant risks to the Finance, Audit and Risk Committee Regular update of Trust Board Risk Register	Overall accountability risk management Approve Risk Management Policy Finance, Audit and Risk Committee have strategic	

1. GOVERNANCE					
Responsibility	**Headteacher**	**Local Education Committee**	**CEO**	**Weaver Trust Board**	**Members**
			Ensuring that the Trust Board promotes and supports the risk management policy and framework.	oversight of the trust's risks and opportunities (register) Agree the programme for internal scrutiny and ensure the Trust's programme of internal scrutiny is applied effectively To ensure financial and non-financial controls and risks at each school are applied effectively. The Risk Register will be an Agenda Item at all Full Board Meetings and at Risk and Audit Meetings.	

2. PERSONNEL				
Responsibility	**Headteacher**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Appointment of Headteacher (including any appointment covering maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the CEO as well as the Chair of the LEC.	Proposes LEC members to sit on appointments panel constituted by the Board. Informs CEO and Board of any extended sickness absence of the Headteacher.	Informs the Board of resignation, retirement, maternity leave or sickness absence on a termly basis. Chairs the HT appointment panel and notifies Weaver Trust Board of its recommendations for the appointment. Represents the board on SLT appointments	Approves the appointment of the Headteacher. Provides at least one Trustee for the appointment panel of a Headteacher.
Senior Leadership Team Recruitment	Notifies the CEO and the LEC Chair as soon as s/he/ becomes aware of a potential vacancy in the Senior Leadership Team (Deputy Headteacher /Assistant Head). Liaises with the Board and LEC in constituting a recruitment panel.	Proposes LEC members to sit on appointments panel constituted by the Board. LEC Chair receives recommendation for SLT appointment and collaborates with CEO to approve.	Jointly leads the process for filling any vacancies in the Senior Leadership Team with the Headteacher and the LEC Chair. If there is any dispute over the appointment, the CEO's decision will prevail.	Approves the appointment of any Senior Role at the Central Office- CFO, or any other Director Level appointment.
Teacher Recruitment	Informs CEO and LEC Chair of any resignations and any plans to recruit. Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team. If the school has a Financial Action Plan all appointments must be approved by the full board.	LEC Chair informed of changes in staffing.	Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other schools in the Trust.	If there is a Financial Action Plan in place the Full Board will need to approve all new teacher appointments

2. PERSONNEL				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Support Staff Recruitment	As above.	As above	Provides advice and support as necessary for recruitment including consideration of recommendations for staff transfer from other schools in the Trust. Ensures effective safer recruitment training is delivered to all school staff.	As above
CEO / Executive Headteacher / Headteacher / Head of School Annual Performance Appraisal and Salary Review		Chair of the LEC and at least one other LEC member with the Board' appointee undertake appraisal and salary review, led by the CEO. LEC recommends appropriate pay increment for 'exceptional performance' to the CEO, in line with the Trust Pay Policy	Responsible for the leading the Headteacher's annual Performance Appraisal and refers to the Weaver Trust Board for approval of pay recommendations as appropriate – in line with trust policy Ensures HT / EHT and HoS objectives link to the Strategic School Development Plan and Trust Improvement Plan. The panel reviewing the CEO performance and pay must include an appropriately experienced external independent person. Any changes to pay must comply with the AHB.	Receives the report and agrees or rejects any pay increment. Provides a Trustee panel undertaking the annual performance appraisal of the CEO
Teacher Appraisal and Salary Review	Undertakes appraisal and recommends pay changes to the LEC within agreed budget	Ensures appraisal takes place for staff.	Monitors the salary review process across the Trust. and takes recommendations for pay Headteacher / Head of School increases, to Board, in line with Trust's budget.	Board approval / rejection of pay increases.
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 LEC.	Approves any changes to the terms of employment of school staff (both teaching and support). Leads on development of terms of employment of Executive members of staff, including CEO, CFO and Director of Education and their appointment, retention and any potential dismissal.

2. PERSONNEL				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Reductions in Staffing and Revisions to Staffing Structures	Liaises with CEO and notifies the LEC Chair as soon as possible after becoming aware that reductions in staffing may be necessary, or as soon as a change to Staff Structure is considered. Proposes a revised staffing structure with the support of the CEO for consultation with the LEC. Manages the redundancy or settlement process with the support of the CEO and HR.	Forms panel to agree recommendations to the Board for redundancy.	Supports the Headteacher / Head of School throughout the restructuring process. Proposes recommendations for revised staffing structures and possible redundancies to Weaver Trust Board for approval.	Approves redundancy/restructuring with decisions based upon on HR advice.
Disciplinary and grievance procedures	Notifies the CEO and LEC Chair as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures. Ensures Weaver Trust disciplinary and grievance procedures are followed, with the support of the CEO. Follow advice from CEO, in notifying HR that disciplinary action or suspension is being initiated.	Chair responsible for informing the CEO if an allegation is made against the Headteacher. Kept informed by the Headteacher, but in such a way as to ensure that it does not 'taint' possible membership of any panel. Forms panels for Disciplinary and grievance hearings (except for the Headteacher)	Advises the Board of potential disciplinary and/or grievance hearings. Responsible for the constitution of panels consisting of Weaver Trust Board Trustees for Disciplinary and/or Grievance hearings for the Headteacher / Head of School and Appeal Hearings against the decision of the LEC. Ensure suitable clerk for any panel.	Sits on panels for disciplinary/grievance (CEO led, Executive Headteacher, Headteacher, Head of School) and Appeal Hearings. Weaver Trust Chair ensures Weaver Trust disciplinary and grievance procedures are followed with support from the HR.
Capability Proceedings	Manages the process set out in Weaver Trust Appraisal and Capability policies. Keeps the CEO and LEC informed regarding the progress of the proceedings for any member of teaching or support staff.	Informs CEO of any capability concerns regarding the Headteacher. Chair works with CEO and HR on proceedings involving the Headteacher.	Manages the process set out in Weaver Trust Appraisal and Capability policies where the Executive Headteacher / Headteacher / Head of School is subject to capability.	Manages the process set out in Weaver Trust Appraisal and Capability procedures where the CEO is subject to capability. Forms the panel for final stage Capability (CEO, Executive Headteacher, Headteacher, Head of School) and Appeal Hearings

3. CURRICULUM AND STANDARDS				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Curriculum	The HT and Curriculum Lead liaise with the Trust Education Team to make the Weaver Trust curriculum bespoke to the school. With the support of the Trust Education Team, implements the Weaver Trust curriculum. Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum. Works with the Trust Education Team to develop common best practices to provide consistency and to ensure effectiveness.	Monitors curriculum implementation and intervenes if concerns arise, escalating to issues to the Director of Education.	With the Director of Education and Headteacher / Executive Headteacher and Head of School, monitors each school's curriculum and its effectiveness and facilitates school-to-school improvement work to support curriculum development and build consistency across the trust.	Receives reports from CEO (via Director of Education) on curriculum development and monitors curriculum effectiveness across the Trust.
School Development	Undertakes regular school self-evaluation, with support from the Director of Education and reports to the LEC on findings. Draws up a draft School Strategic Development Plan (SSDP) in conjunction with the Director of Education prior to submitting it to the LEC. Ensures that annual budget aligns with SSDP. Monitors the actions of the SSDP plan with the Director of Education's support and provides regular status reports to the LEC. Sets challenging targets for assessment outcomes and achievement for each member of teaching staff with the Director of Education.	Contributes to school self-evaluation Monitors the SSDP and takes action as necessary. Monitors self-evaluation and progress towards targets and takes action as necessary. Monitor the impact of recommended pedagogical approaches on pupil outcomes.	Reports regularly to the Board on development across the Trust on standards and performance of each school, via the Education and Standards Committee. Informs Board if monitoring indicates concern about a school. Oversee SSDP and whole school targets with Headteacher / Head of School.	Monitors school development across the Trust and ensures corrective action is taken as necessary in a timely manner.

3. CURRICULUM AND STANDARDS				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
	Follow direction from Director of Education regarding the implementation of specific pedagogical approaches.			

4. WELFARE				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Safeguarding (including Prevent)	Ensures a senior qualified Designated Safeguarding member of teaching staff has been appointed and that their training is current. Ensures all staff and LEC members receive regular safeguarding and prevent training as set out in Weaver Trust Safeguarding Policy. Reports regularly to the LEC on safeguarding matters. Notifies the CEO and LEC Chair immediately of any allegation made against a member of staff. Appoints a designated member of staff for Looked After Children Maintains the Single Central Record. Undertakes DBS checks for all staff, LEC members and volunteers.	Responsible for safeguarding in the school through monitoring the effectiveness of the school's safeguarding and child protection policies. Appoints one of its members as the named governor to liaise with the Headteacher regarding safeguarding matters. Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all LEC members. Monitors Single Central Record and ensures it is up to date and accurate .	Ensures each school has appointed designated Looked After Children, safeguarding leads and governors. Makes arrangement for safeguarding audits and reports the outcomes to LECs in detail and in summary to Weaver Trust Board. 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 school and takes action as necessary. Advises the Trustees of any concerns related to safeguarding matters.	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. Appoints Safeguarding Lead Trustee, who will lead the network of Safeguarding governors across our schools.
Special Educational Needs	Designates a SENCO (INCO) Ensures compliance with the Equality Act. Reports to LEC and CEO on achievement of SEND pupils. Oversees SEND income and reports on the impact of SEND spending.	Appoints governor responsible for SEND and inclusion. Monitors implementation of SEND policy and achievement of pupils with SEND, in view of SEND funding and including compliance with statute	Monitor the outcomes for SEND pupils and report any concerns to the Board. Ensure that each school is, and remains compliant with current legal, regulatory and statutory requirements. Identify any proposed legislative changes that could affect the Trust and raise this with the Board in a timely manner.	Has overall responsibility for ensuring that SEND policies are implemented fully across the Trust and that it is satisfied that procedure and practice are compliant with those policies. All Trustees are responsible for identifying any proposed legislation changes that could affect the Trust and raises this with the Chair of the Board in a timely manner. Appoints SEND Lead Trustee, who will lead the network of SEND governors across our schools.

4. WELFARE				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Pupil Premium	Implements Pupil Premium Policy. Develops plan for the use of pupil premium for submission to the LEC for approval. Monitors the impact of pupil premium and amends plan as necessary. Reports progress to the LEC. Publishes Pupil Premium Strategy on the website annually.	Appoints a governor responsible for pupil premium. Approves Pupil Premium Strategy. Monitors impact and effectiveness of pupil premium spending. Ensures statutory information regarding pupil premium is published on the school website.	Monitor the impact of Pupil Premium spending across the Trust and reports progress regularly to the Board.	Receives reports on Pupil Premium and ensures corrective action is taken as necessary.
Behaviour and Attendance	Reports on pupil absences and implement, measure and improve procedures to continually improve attendance and combat lateness and persistent absenteeism. Implement, measure and improve behaviour strategies and report regularly on behaviour to the LEC. Informs the CEO and Chair of LEC immediately of any serious incidents. Ensures Weaver Trust exclusions policy and procedures are followed.	Monitors school attendance policy and targets both for attendance and persistent absenteeism Monitors levels of attendance and ensures corrective action is taken as necessary including advising CEO. Ensures school behaviour policy is implemented following Weaver Trust model and guidelines. Ensure effective behaviour monitoring is undertaken in the school. Constitutes panel to review exclusions as required by Weaver Trust exclusions procedures and statutory guidance.	Monitors attendance, behaviour and exclusions across the Trust and reports termly to the Board. Sets Attendance targets for each school. Support the Headteacher / Head of School in setting up Independent Review Panels.	Outlines the Trust expectation for behaviour. Monitors attendance, behaviour and exclusions across the Trust and ensures corrective action is taken as necessary.

5. SCHOOL ORGANISATION				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Term dates and school hours	Proposes term dates, Inset days and opening hours based on local context and other provision in the area to LEC for info and through the CEO to the Board for approval		Monitor across the Trust and report any issues to the Board. At the CEO's discretion, designates one mandatory Inset day for some or all Weaver Trust schools.	Annually agrees term times, Inset days and opening hours.
Admissions	Ensures admissions procedures are followed.	Monitors and implements the Admissions Policy Undertakes statutory consultation process. Ensures appeals procedures follow statutory requirements.	Ensures all admission policies are compliant and schools use an appeals service that fulfils statutory requirements. Advise Board of admissions policy of schools joining and any amendments thereafter. Submits draft policy to the Board in the Autumn Term.	Approves admissions policy based on current regulations & Weaver Trust requirements and in accordance with the admissions code prior to any consultation.
Information Management	Ensures publication of statutory information on the school website in a timely manner, consistent with requirements. Maintains accurate and secure pupil and staff records. Ensures compliance with data protection legislation in the school. Ensure that all staff are trained on IT, information management and privacy.	Monitors the publication of statutory information on the website for compliance.	Proposes standards for information security, privacy, data protection, cyber security, GDPR and freedom of information for Weaver Trust & ensures compliance with data protection legislation across all schools. Has overall responsibility for ensuring that Data Protection policies are correctly used across the Trust. Maintains accurate and secure staff records for Weaver Trust central functions. Ensures registration with the Information Commissioner's Office is up to date.	Approves standards for information security, privacy, data protection, cyber security, GDPR and freedom of information. 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 / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Health and Safety	Draws up site specific health and safety procedures based on Weaver Trust policy and procedures. Ensures suitable risk assessments are prepared and appropriate mitigating actions put in place. Ensures that proper policy is followed in good time for all external visits. Monitors the accident book and agrees appropriate actions. Reports immediately to the LEC and the CEO any serious incidents. Reports compliance with health and safety systems termly to the CEO.	Appoints a governor with responsibility for Health and Safety. Monitors the effectiveness of health and safety policy and procedures. Proposes any improvements to the CEO. Undertakes annual site inspections with a senior member of staff.	Drafts the Health and Safety Policy and ensures it is known to all schools and staff. Develops a Health and Safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance. Proposes adequate insurance cover is in place. Monitors health and safety procedures across the Trust. Reviews school risk registers and reports health and safety performance to the Board. Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.	Accountable for Health and Safety across the Trust. Approves H&S Policies and insurance arrangements. Reviews risk management and ensures the Trust risk register is up to date through the Finance, Audit and Risk Committee. 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.
Maintenance	Oversees development of cyclical maintenance programme for the school. Escalates any issues to CEO.		Monitors the Cyclical Premises Maintenance programme-to ensure good maintenance is followed across the trust.	Receives updates on issues arising

6. PREMISES				
Responsibility	**Headteacher / Head of School**	**Local Education Committee**	**CEO**	**Weaver Trust Board**
Capital work	Works with building consultants to identify current and projected capital needs and submits a building development plan to FAR and CEO. Works with consultant and the CEO to recommend projects to the FAR.	Agrees building development plan to be submitted to the Board. Agrees projects to be recommended to the Board.	Proposes school building development plans to the Board. Approves applications to the DfE based on school building development plans. Oversee work of school buildings improvements and building consultant to ensure efficient and safe delivery of the project.	Approves school building development plans., including approving any tender process and policy in approving selected contractors in line with financial scheme of delegation. Ensures capital works are effectively monitored across the Trust.

7. FINANCE							
Responsibility	**Headteacher (HT) / Head of School (HoS)**	**Local Education Committee (LEC)**	**Chief Financial Officer (CFO)**	**Chief Executive Officer (CEO)**	**Finance, Audit and Risk Committee**	**Weaver Trust Board**	**Members**
General	Operates compliant financial processes within the school. Maintains adequate operational and internal controls in line with Weaver Trust Financial Procedures and Policy Manual. Liaises with CFO to maintain full, accurate and up to date records in order to provide accurate and timely financial and statistical information.	Appoint a governor responsible for overseeing the use of the Pupil Premium, SEND funding and Sports Grant.	Maintains full, accurate and up to date records for each school within the Trust. Maintains full, accurate and up to date records for central services within the Trust Scrutinise school spending with ref. to Weaver Trust Financial Procedures and Policy Manual. Escalates to CEO as required.	Recommends to the Board appropriate levels of delegation based on the current circumstances of each school. Ensures Financial Scheme of Delegation is operated in line with Financial Regulations. Ensures the financial procedures reflect the scheme of delegation.	Approves Weaver Trust Financial Procedures and policies in line with Scheme of Delegation.	Approves the scheme of delegation which includes its financial powers and duties to its Trustees and Schools. Annually approves the amount to be retained from each school's budget to cover services provided centrally.	
Audit	Ensures full, accurate and up to date records are kept and available for audit.	Informs the Chair of the Finance, Risk and Audit Committee if it suspects any irregularity affecting resources.	Ensures full, accurate and up to date records are kept and available for audit. Ensures any actions agreed by the Board, following reports on internal and external audit are carried out in a timely manner.	Ensures each school is audited and procedures for internal audit followed. Ensures all issues are clearly identified to the Board and takes timely and remedial actions as agreed by the Board. Provides the Board with informed assurance of compliance with Trust procedures and the terms of the Funding Agreements and Schools Handbook.	Receives reports and supplementary information given by external auditor and assesses the impact of action taken by CEO and CFO to address key areas.	Recommends external auditors to the Members Agrees process for appropriate internal audit. Receives reports on internal audit and agrees any necessary action. Informs the ESFA if it suspects any irregularity affecting resources.	Appoints and removes external auditors.
Budgets/Budgetary control	With the CFO, prepares an annual draft budget and 3 Year plan for approval by Trust Board. Monitors expenditure and income against the approved annual budget and submits	Receives the annual draft budget following approval by the Board.	Undertakes the preparation of the draft Annual Report & Accounts and supporting statements for each school prior to audit. Monthly reports the consolidated Trust and	Oversees the preparation of the draft Annual Financial Report & Accounts with supporting statements for each school prior to audit. Ensure that each school has an approved annual	Reviews the draft Annual Report & Accounts and financial statements prior to audit and approves the audited financial statements prior to submission to	Approves the audited financial statements prior to submission to the Secretary of State by 31 December. Receives monthly Management Accounts.	

7. FINANCE							
Responsibility	**Headteacher (HT) / Head of School (HoS)**	**Local Education Committee (LEC)**	**Chief Financial Officer (CFO)**	**Chief Executive Officer (CEO)**	**Finance, Audit and Risk Committee**	**Weaver Trust Board**	**Members**
	regular reports on the school's financial position to the LEC. With the CEO, agrees the annual school budget and supporting 3-year plan for formal approval by the Trust Board by 15th June prior to the start of each financial year**.**		each individual school expenditure against budget to the board and identifies and reports significant variances to the CEO and Board. Monitors income and expenditure from individual schools and the centre and makes regular reports to the Board. Prepares the BFR in compliance with the AHB. Monitors Weaver Trust central spending against forecast and report this to the board.	school budget by 30th June, prior to the start of each financial year supported by a 3-year financial plan. Monitors income and expenditure from individual schools and the centre and makes regular reports to the Board. Manages Weaver Trust central spending and reports this to the board. Monitor the effectiveness of financial controls in each school and central services. Holds each school's Headteacher to account for financial performance. Identifies and immediately reports any deficiencies in financial controls and takes appropriate action, reporting to Finance, Audit and Risk Committee.	the Secretary of State by 31 December Receives monthly management accounts and annual return including supporting statements and key assumptions and accruals are clearly identified against invoices awaited. Receives the monthly Management Accounts. Reviews budgetary control reports on each school's financial position and central services, ensuring corrective action is taken to contain expenditure within the approved school budget and escalates issues to the Board. Receives a detailed report on financial matters from CFO of all significant issues and any actual or potential overspending on each school's and Trust's annual budget.	Approves each school's budget and the Trust's budget prior to submission to the EFA by 31 July. Considers budgetary control reports for each school's account and the central services account with relevant explanations and documentation provided by the CEO. Ensures corrective action is taken as required. Approves the BFR in compliance with the AHB.	
Contracts, purchasing and payments	Ensures relevant contracts and agreements conform with Weaver Trust Financial policy and procedures.	Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts.	Arranges for tendering and contract negotiation for services requested by one or more schools to achieve best value for money.	Advises each school and central services on contracts and best value for money.	Makes a recommendation to the Board on supplier selection following receipt of at least 3 external quotations	Approves tender and assessment process for contracts exceeding £50,000	

7. FINANCE							
Responsibility	**Headteacher (HT) / Head of School (HoS)**	**Local Education Committee (LEC)**	**Chief Financial Officer (CFO)**	**Chief Executive Officer (CEO)**	**Finance, Audit and Risk Committee**	**Weaver Trust Board**	**Members**
	Makes a recommendation to the CEO on supplier tenders following receipt of at least 3 external quotations where the total contract value does not exceed £10,000 and where such contracts are within the previously approved budget. HoS authorises contracts and expenditure of up to £5,000 Headteacher authorises contracts and expenditure of up to £10,000, where such contracts are within the previously approved budget. Authorises members of staff to receive goods and certify invoices for payment, ensuring the appropriate division of these duties and controls between the staff. 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. Makes a recommendation to the CEO on supplier tenders following receipt of at least 3 external quotations where the total contract exceeds £10,000 and where such contracts are within the previously approved budget. All work/services over £5,000 must be approved by both the		Ensures 3 separate tenders obtained and checked for VFM. Authorises the award of contracts for Weaver Trust central functions for purchases up to £5,000. Has receipt and custody of all tenders. CFO to review invoices for approved CIF bid works. Approve all contracts over £5,000.	Identifies Trust wide services and arranges for contract tenders. Authorises members of staff to open tenders. Authorises contracts with a total contract value between £10,000 - £50,000 clearly justifying the choice of supplier based upon VFM principles and where such contracts are within the previously approved budget. CEO has unlimited invoice approval for approved CIF works.	where the total contract value exceeds £50,000. Ensures relevant contracts and agreements conform with Weaver Trust Financial policy and procedures. Proposes all tender assessments with a total contract value exceeding £50,000 for approval by Board.	Approves any contract with a total value in excess of £100,000. Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of the Trust or schools. Authorises all virements in excess of £20,000 between or within budget headings for each school and notifies the LEC of the school as appropriate. CIF bids to be approved the Trust Board.	

	Head/Executive Head and the CFO. No orders should be issued verbally or by purchase order until they have been fully approved. Please note the order value for multi-year contracts is the sum of the total contract across all the years ie £1,000 per year for 3 years would be a £3,000 contract. All leases/rentals should be approved by CFO.						

7. FINANCE							
Responsibility	**Headteacher (HT) / Head of School (HoS)**	**Local Education Committee (LEC)**	**Chief Financial Officer (CFO)**	**Chief Executive Officer (CEO)**	**Finance, Audit and Risk Committee**	**Weaver Trust Board**	**Members**
Payroll	Notifies the CTFM of any matters affecting payments to employees.			To approve contract changes and or appointments between £5,000-£25,000.		Notifies the CTFM of any matters affecting payments for main leadership roles (HT, Head of School, Executive Headteacher, CEO). To approves changes to employee terms and conditions, including pay awards. To approve contract changes and or appointments between £25,000-£49,999. Special payments, staff severance, compensation payments over £50,000 DfE approval is required DfE (An exit package which includes a special severance payment is at, or above £100,000 and the employee earns over £150,000	
Income and Security of Assets	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. 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.		Arranges for annual independent checks of assets and the asset register. Arranges for adequate insurance cover for each school and the Trust. Maintains a permanent and continuous asset register of all items of furniture, equipment, purchased IT hardware	Authorises the write off of debts not collectable between £2,000-£5,000. Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value between £2,000-£5,000.	Authorises the write off of debts not collectable between £5,000-£10,000. Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value	Ensures a permanent and continuous asset register is maintained of all items of furniture, equipment, purchased IT hardware and software, vehicles and plant held centrally. Authorises the write off of debts not collectable over £10,000. Authorises the disposal of individual items of	

7. FINANCE							
Responsibility	**Headteacher (HT) / Head of School (HoS)**	**Local Education Committee (LEC)**	**Chief Financial Officer (CFO)**	**Chief Executive Officer (CEO)**	**Finance, Audit and Risk Committee**	**Weaver Trust Board**	**Members**
	Ensures that all income is accurately accounted for and is promptly collected and banked intact. Notifies the LEC and CEO on any eventuality that could affect the school's insurance arrangements. Maintains a permanent and continuous asset register of all items of furniture, equipment, purchased IT hardware and software, vehicles and plant. 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 £2,000. Authorises the write off of debts not collectable up to £2,000		and software, vehicles and plant held centrally. Authorises the write off of debts not collectable up to £1,000 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.		between £5,000-£10,000	equipment and materials owned by the school that have become surplus to requirements, unusable or obsolete with a current asset value over £10,000.	

AUTHORISATION LEVELS		
Non-Payroll		
Delegated Duty	**Total Contract Value**	**Delegated Authority**
Ordering Goods and Services (raising requisitions) for delegated items up to:	up to £4,999	Headteacher / Head of School/CTFM
	£5,000, and above	3 quotes required, log as registered asset-requires to be authorized by the Head and CFO
	up to £10,000	Headteacher / Executive Headteacher / CFO
	£10,000 - £50,000 CEO	CEO
	£50,000 and above	Full tender process/Finance, Audit and Risk Committee
	£100,000	EU thresholds = Trust Board
	CIF bids	Approved by Trust Board - CEO unlimited invoice approval - CFO to review
Payroll	£5,000	Headteacher / Head of School. Legal advisc should be sought for all discretionary payments.
Discretionary Payments up to:	£5,000 - £25,000	CEO (through any settlement agreement)
	£25,000-£49,999	Trust Board
	£50,000	DfE prior approval must be obtained before making any binding offer to staff.
	£100,000	DfE (An exit package which includes a special severance payment is at, or above £100,000 and the employee earns over £150,000)
	£100,000	DfE (An exit package which includes a special severance payment is at, or above £100,000 and the employee earns over £150,000)
Asset Disposal / Bad Debt Write-Off / Budget Virement		
Disposal of assets up to:	up to £2,000	Headteacher / Head of School
	£2,001 - £5,000	CEO
	£5,001 - £10,000	Finance, Audit and Risk Committee
	£10,001 upwards	Trust Board
	£1,000	CFO
Write-off of bad debts up to:	Up to £2,000	Headteacher / Head of School
Subject to limits set by EFA that require EFA approval.	£2,001- £5,000	CEO
	£5,001 - £10,000	Finance, Audit and Risk Committee
	£10,000 upwards	Trust Board
	Up to £5,000	Headteacher / Head of School / CFO
Budget Virement up to:	£5,001 - £10,000	CEO
	£10,001 - £20,000	Finance, Audit and Risk Committee
	£20,001 upwards	Trust Board