

REGISTER OF BUSINESS INTERESTS – Please see notes on back

Name of Governor / member of staff	Mark Weaver
Name of School	Llysfaen Primary School
Type of Governor / position on school staff	School Fund Auditor
Declared Business Interests	None

I certify that I have read the attached notes and confirm that interests which may compromise my independence and/or position are listed above.

Or

I have no pecuniary interests ☐ (please tick if appropriate)

Name: **Mark Weaver**

Position: **School Fund Auditor**

Signature:



Date: **1st March 2026**

Please return to the Clerk to the Governing Body for filing.

Signature of Clerk to the Governing Body to acknowledge receipt of declaration:

Name: Position: Clerk to the Governing Body

Signature: Date:

If an employee at the school, please return to the Headteacher for filing.

Signature of Headteacher to acknowledge receipt of declaration:

Name: Position: Headteacher School

Signature: Date:

PROCEDURE TO ESTABLISH A REGISTER OF BUSINESS INTERESTS

Creating a Register of Business Interests

At the first meeting of the academic year, the Clerk to the Governing Body should ask all members of the Governing Body to fill in a form declaring their business interests. Dated nil returns are also required.

Any new governors appointed during the academic year should also be asked to declare their business interests.

The Headteacher should ask school staff who may be involved in procurement, contracts or any other school activity that could create a conflict of interest to complete a form declaring their business interests. Dated nil returns are also required.

Keeping the Register

The forms should be kept in a loose leaf binder and should be made available at the school for inspection by governors, staff, parents and the LEA.

At Governing Body meetings

When issues declared by governors are being discussed then that governor should withdraw from the meeting unless the full Governing Body decides otherwise.

If the governor remains in the meeting they should not take part in any discussions or voting.

Annual Review

The contents of the Register should be checked on an annual basis. It would probably make sense to undertake this review at the beginning of the academic year.

New Declarations

Governors who have further business interests to declare during the academic year should do so to the Clerk, who will enter them into the Register and in the next governing body minutes.

NAME OF SCHOOL: LLYSFAEN PRIMARY SCHOOL

NAME OF BANK / ACCOUNT HELD: LLOYDS / SCHOOL FUND A/C

ACCOUNT NUMBER: 30-96-91 / 02404366

ACCOUNT BALANCE AS AT: 11/08/2025 £ 8,717.18

I certify that I have inspected all the records which have been made available to me relating to income and expenditure for the period 12/09/2024 to 11/08/2025 and that these correspond with the entries in the financial accounts.

I also confirm that the total recorded balance of all the school's accounts, as disclosed to me and as stated in the financial records at 11/08/2025, accords with the bank statements and/or other official notification of balances held.

The account discloses only income that has been counted and banked. On examination of the account, I can confirm that no income other than music tuition paid into the account was intended for the School's delegated budget. I can also confirm that the items of income and expenditure recorded in the accounts fall within the scope of the private fund.

Signature:  Date: 01/03/2026

Print Name: MARK WEAVER

Position / Profession: SENIOR APPLICATION SUPPORT ENGINEER

INVOICE/RECEIPT

Mark Weaver

2 Redbrink Crescent

Barry

Vale of Glamorgan

CF62 5TT

INVOICE/RECEIPT NO. 13

DATE: 01/03/2026

TO FAO Headteacher
 Llysfaen Primary School
 Rowan Way
 Lisvane
 Cardiff
 CF4 5TB

PAYMENT METHOD	CHEQUE NO.	DATE
CHEQUE		

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Auditing of School Fund accounts for Academic Year 24/25	100.00	100.00
SUBTOTAL			100.00
TOTAL			100.00

THANK YOU