The Minerva Learning Trust

MLT — Minerva Learning Trust

Scheme of Delegation

Minerva Learning Trust	**Kay Taylor, Executive Principal**
Bridport Primary School	**Debbie Brown, Headteacher**
Burton Bradstock CE Primary School	**Claire Staple, Headteacher**
St Mary's CE Primary School	**Helen Farmer, Headteacher**
The Sir John Colfox Academy	**David Herbert, Headteacher**

Policy Written by	**The Minerva Learning Trust**
Ratified by	
The Minerva Learning Trust Board	**November 2017**
Date for Review	**November 2018**
Signature of Chair	_____

Key Principles of Operation:

Underlying principles of the partnership (ethos & culture)

The following principles will guide and secure the purpose and goals of the Trust.

- All Trustees, governors and professionals working for the Trust will accept and embrace their professional responsibility to care for every child and young person within the Partnership. They will be open to change, treating all within the wider MLT community with dignity and respect at all times.
- Every child has the right to the highest quality academic, social, emotional, spiritual and physical education.
- High quality intervention will be provided when appropriate to ensure the learning needs of ALL pupils are met at the earliest opportunity (inc in early years).
- Those involved in Trust leadership and governance accept responsibility to a high quality in-service training and an appraisal process that is challenging and supportive to enable outstanding teaching and leadership
- All children and young people will be nurtured within an agreed moral framework secured through British values, Christian values, values of community schools and the values identified in the United Nations Convention on the Rights of the Child.
- There will be clear structures in place to ensure that the voices of all children, young people and adults within the Trust are heard and valued.
- The partnership will value and respect each school's distinctive ethos and identity.
- The partnership will aim to identify and foster the passions that motivate each child and provide an atmosphere where children enjoy learning and want to go to school

Introduction to Trust and Local Accountability

The Minerva Learning Trust is the statutory body for all the schools in the Multi Academy Trust. The Secretary of State for Education has entered into an agreement with the Minerva Learning Trust to run the schools in the Trust and therefore the Minerva Learning Trust Board is responsible for the standards and operation of all schools in the Trust.

The Minerva Learning Trust Board may delegate the authority to make certain decisions to a local governing body or other committee, and must approve the membership and proceedings of any local governing body or committee, with due regard to the requirements of the Articles of Association of the Minerva Learning Trust. Only the Trust Board can take decisions on the delegation of powers, including the establishment of local governing bodies or committees, the approval of terms of reference, the appointment of trustees and governors [with the exception of elected parent or staff governors and in liaison with the Diocese regarding the position of Diocesan/Foundation representation], or non-governors to any committees, or the delegation of any powers to a local governing body or committee or an individual (for example, the Chairman of the Minerva Learning Trust, Executive Principal, chairman of the local governing body or the Headteacher), or any changes to previous agreements. The Trust Board must also review the terms of reference, constitution and membership of any local governing body, committee or sub-committee annually.

The Trust Board will establish a local governing body in each school, with agreed delegation arrangements. The committee structure of the local governing bodies may include sub-committees. The local governing body must also review the establishment, terms of reference, constitution and membership of any committee or sub-committee annually. The membership of any local governing body committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a chair, who is either appointed by the local governing body or elected by the committee. The Academy Trust Board may remove the chair of a committee from office at any time.

Appointment of Local Governing Bodies and Committees

The delegation arrangements should be kept under constant review, and should be approved each year with regard to each member academy, (e.g. the first Trust Board meeting in the autumn term). Good practice requires the Trust Board to consider the delegation arrangements at least annually.

The Minerva Learning Trust Board or local governing body may appoint non-trustees and non-governors to any of the committees providing that, on committees of the Trust Board, trustees form the majority of voting members of the committee, or in the case of local governing bodies, governors (a) form the majority of the members of the committee; (b) are in the majority at any meeting of the committee; and (c) take the chairmanship of the committee. In addition, the local governing body may, if it wishes, enable any of the non-governors to be *voting* members of the committee.

Neither the Trust Board nor any committee with delegated powers of governance may contain more than one third members who are employed by the Trust.

Retention of Powers

Some key decisions cannot be delegated and must be taken by the Trust Board. In these cases the Trust Board may still ask a person or a working group to consider issues and make *recommendations* to them, as long as the full Trust Board takes the decision. This is also true for the local governing body, where some key decisions cannot be further delegated and must be taken by the local governing body. Again, the local governing body may ask a person or a working group to consider issues and make *recommendations* to them, so long as the local governing body takes the decision. The Trust Board and local governing bodies should take care to distinguish between committees which have delegated powers and working groups/parties or informal groups which do not.

The Trust Board is the employer of all staff and therefore is the final appeal body in matters of pay and staff discipline. Decisions relating to staff dismissal and appeals must be referred to the staff discipline committee and staff appeal committee.

The Trust Board is the admissions authority for all schools in the Trust.

The Trust Board will agree the final budget for each school.

The Trust Board may delegate such authority as it deems appropriate to a Local Governing Body but the Trust Board remains collectively and personally responsible for every decision made by the Local Governing Body.

Consequently the Trust will not:
(a) fetter or restrict its own ability to withdraw such delegation at any time, with or without notice; or
(b) delegate authority to a Local Governing Body to:
- set a budget without the approval of the Trust Board
- appoint or remove a headteacher (though the Local Governing Body will be consulted)
- appoint or remove a Chair or Vice Chair of a Local Governing Body
- suspend or remove a Local Governing Body Member
- act in a way inconsistent with any of the Trust's published policies and procedures

Area of Responsibility	Trust Board			Local Governing Body	
	Matters for decision	Final Decision	Working Group /Committee	Role	Final Decision
Strategy	Develop overall mission, vision and values for the Trust	Board	EP/Leadership Group	Develop own distinctive vision & values consistent with the Trust	LGB
	Develop a strategic plan for the Trust	Board	EP/Leadership Group	Develop an annual SIP which supports the strategy/plan for the Trust	LGB
Finance	Strategic planning	Board	Finance	Annual budget plan	
	Consolidation of accounts	Board	Finance	Monitoring of actuals versus budget	
	Tendering and large contract renewal	Board	Finance	Contract monitoring	
	Setting financial standards, policies	Board	Finance	Compliance with standards, policies	
	Setting financial scheme of delegation	Board	Finance	Compliance with schemes of delegation	
	Annual and statutory reports to EFA and other third parties	Board	Finance		
	High level monitoring	Board		Monitoring of expenditure, virements, income and cash flow	
Audit	Commission audit and monitor implementation of Action Plans	Board	Finance		
	Audit of financial controls and risk management	Board	Finance		
HR	Setting and approval of all HR policies	Board	HR	Monitoring compliance with HR policies	
	Approval of staff structures and changes to these	Board	HR	Monitoring staffing within agreed structures. Recommend staff structures and/or reviews	
	Overall consideration of pay policies for MLT and effective appraisal practice across the Trust	Board	HR	Ensure appraisal of staff is conducted in accordance with policy and regulations and targets are linked to student achievement	LGB
	Ratification of pay awards and progression to UPR	Board	HR	Recommending pay progression and correlation with appraisal	HT/Pay Ctee
	Recruitment and Appraisal of Headteachers	Board	EP/External Advisor	Participation in appraisal for Headteacher – gathering evidence and setting new targets	Leadership Review Cttee
Admissions	Set the admissions policy	Board		Monitor admission numbers and compliance with policy	
Premises and resources	Development of strategic plans for the Trust estate	Board	Finance	Monitor the site development plan	
	Development of an Asset management plan	Board	Finance	Monitor the development of an asset register	
	Plan and monitor major site development	Board	Finance	Monitor ongoing site maintenance	LGB
	Collation of inventory checks for MLT	Board	Finance/ Director of Finance	Inventory check and reporting	School
ICT	Develop and implement an integrated ICT strategy	Board	Finance and Standards	Monitor effective use of ICT in the academy	LGB
Marketing & Communications	Develop strategies for the Trust	Board	EP	Monitor implementation and impact of strategies locally	LGB

	High level monitoring of complaints across the Trust and development of action plans to mitigate in future	Board	EP	Detailed monitoring of complaints and monitoring of Trust action plans to mitigate in future	LGB
Governance	Monitor performance and provide development and support (schools and Board with members)	Board	Working Groups	Self-review and skills audit. Training Plans and records	LGB
Community/ Membership	Develop strategy for membership/stake-holder engagement for the MLT	Board	EP	Monitor local engagement of stakeholders – report up to Board	LGB
School Improvement	Oversee and direct initiatives to support school improvement across the Trust	Board	Leadership Group/Perform ance and Standards	Monitor school performance and improvement using KPIs and SIP targets, dashboard.	LGB
	Set, agree and monitor pupil level targets across the Trust	Board	Performance and standards	Monitor progress towards pupil level/cohort targets and report to Board	LGB
	Monitor quality of teaching and learning across the Trust and agree strategies for improvement if required	Board	Performance and standards	Monitor quality of teaching and learning locally and suggest remedial actions if required	LGB
Safeguarding	Develop coherent policies applicable across the Trust	Board	EP/Safeguarding Gov	Monitor compliance and participate in audit	LGB
	Ensure training and legal compliance issues	Board	EP	Monitor local compliance with legislation	LGB
	Monitor implementation of policies across the Trust	Board	EP	Monitor implementation of policy in academy	LGB
Curriculum	Approval of policy development	Board	EP/Leader-ship Gp	Contribute to MLT curriculum policies	LGB
	High level monitoring of impact of curriculum plans and intervention strategies. +	Board	EP/Leader-ship Gp	Monitoring of local impact of curriculum plans/schemes including intervention strategies	LGB
SIAMS	High level monitoring of local frameworks for development in faith schools	Board		Local evaluation using SIAMS toolkit leading to action plans in faith schools	LGB
Health & Safety	Agreement of overall consistent MLT Health & Safety policies	Board	HR and Health and Safety Committee	Routine and regular H&S inspections	HT/LGB
	Monitoring of compliance and effectiveness of H&S issues	Board	HR and Health and Safety Committee	Local reporting of compliance concerns and incidents	LGB
SEND	Develop coherent policies applicable across the Trust	Board	Performance and Standards	Contribute to MAT policies and action plans	LGB
	Ensure training and legal compliance issues	Board	Performance and Standards	Monitor in school and ensure records kept	
	Monitor implementation of policies and practice across the Trust	Board	Performance and Standards	Monitor local compliance with policies and plans. Evaluate effectiveness of strategies	LGB
Well being	Collate local reporting of stress/well-being issues and take appropriate action	EP/Board	HR and Health and Safety Committee	Monitor local well-being and stress issues (H&S stress audit and PM) and recommend actions to Trust Board	HT/LGB
External review SIAMS/Ofsted/ SDC	High level responsibility for reporting and subsequent action plans	EP/Board	EP/Heads/ Performance and Standards	Contribute to external reviews and subsequent action plans	HT/LGB