



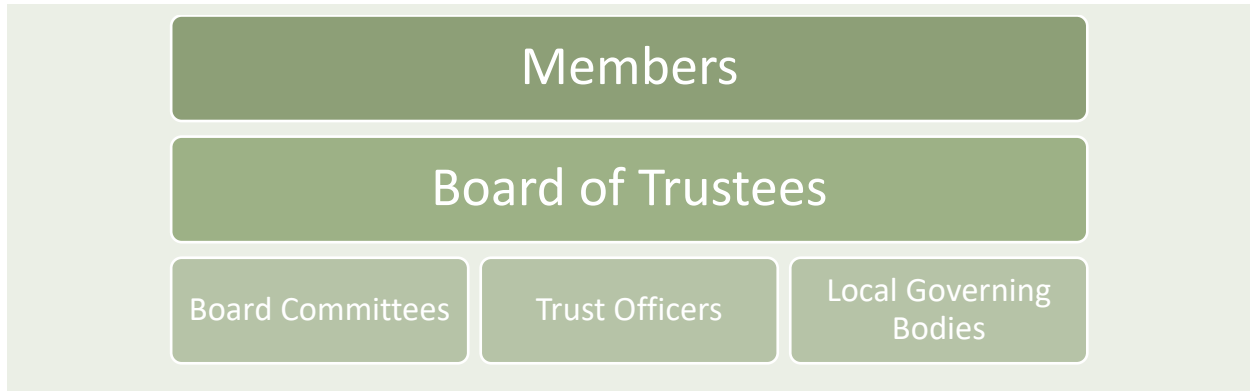
Diocese of Norwich
St Benet's
Multi Academy Trust

DIOCESE OF NORWICH ST BENET'S MULTI ACADEMY TRUST

GOVERNANCE ARRANGEMENTS 2020-2021

Last updated: June 2020

DoN St Benet's MAT Governance Structure



Trust Central Team



This document provides an overview of the governance arrangements for the Diocese of Norwich St Benet's Multi Academy Trust (St Benet's).

St Benet's is a Multi Academy Trust and therefore the responsibility for governance rests with the Members and the Trust Board. The Members are responsible for appointing Trustees and they hold the Trust Board to account for the effective governance of the Trust. There are ten Trustees who have a broad range of skills and experience from both the education and business worlds.

The St Benet's Governance Framework (overleaf) shows the composition of committees and frequency of meetings. The board has two sub-committees whose role is to scrutinise the work of the Trust and hold St Benet's officers to account in accordance with the Articles of Association and Scheme of Delegation:

- Finance, Audit and Resources Committee (FARC)
- Standards and Performance Committee (S&PC)

All sub-committees report back to Trustees at each Board Meeting.

The academies within the Trust are all based within a small geographical region in South Norfolk. A Director of School Improvement (DoSI) provides support and challenge to the headteachers in the academies. This is carried out via a regular schedule of visits to the academies. The DoSI also facilitates meetings of the Academies Improvement Leadership Group which allows for collaborative working across the MAT.

Three times a year, an Academy Review Meeting (ARM) is held with each headteacher and their Chair of Governors. These meetings are held at the academy and are led by the Academies Improvement Director. A Trustee is assigned to each academy, and they will also attend the ARM at least once, if not more often, during the year. The purpose of this meeting is to review the progress the academy has made since the last meeting, consider aids and barriers to further improvement, agree the academy risk rating, discuss the effectiveness of the Local Governing Body (LGB) and review Scheme of Delegation responsibilities. This meeting is formally minuted and the Minutes are made available to the Headteacher, Chair and the S&PC to assist in the flow of information between Trust Board and LGB.

Local governance at academy level is conducted via a Local Governing Body which comprises Trust Appointed Governors, Parent Governors, a Staff Governor and the Headteacher. Responsibilities from the Trust Board are delegated via a Scheme of Delegation which is reviewed on an annual basis. An outcome of the termly Academy Review Meeting is a grading of the academy and this grading will inform the level of delegation. The LGB is expected to meet in full on a half-termly basis. It is expected that the LGB will have three committees: Resources, Standards & Curriculum and Ethos & Community which will each meet on a termly basis. The Chairs meets on a regular basis with the Trust via the Academy Review Meetings and the Chairs and Heads Forum.

The Trust provides guidance and support to the LGBs through the provision of draft agendas, supporting documents, quality assurance visits and in-house training for governors and clerks. In addition, as part of St Benet's ongoing commitment to ensuring we have well informed governance at all levels, membership of the National Governance Association (NGA) is provided to all Trustees, Local Governors and Clerks.

DoN ST BENET'S MAT GOVERNANCE FRAMEWORK FOR 2020 – 2021

	Activity	Person(s) Responsible	Autumn Term 4 September - 18 December (excluding Inset Days)	Spring Term 4 January – 26 March (excluding Inset Days)	Summer Term 12 April - 21 July (excluding Inset Days)
Academy level	In school data collection/pupil progress review	Head Teacher	By 31 December 2020	By 31 March 2021	Internal Assessments by 30 June w/c 5 July 2021 (SATS results)
Local Governing Body level	LGB Standards & Curriculum Committee	Committee Chair	Autumn-1 (w/c 14 September)	Spring-1 (w/c 11 January)	Summer-1 (w/c 10 May)
	LGB Resources Committee	Committee Chair	Autumn-2 (prior to full LGB)	Spring-2 (prior to full LGB)	Summer-2 (prior to full LGB)
	LGB Ethos & Community Committee	Committee Chair	Autumn-2 (prior to full LGB)	Spring-2 (prior to full LGB)	Summer-2 (prior to full LGB)
	HT Performance Management Panel meeting	CEO	By 16 October 2020 (review/objective setting)	1 March – 12 March 2021 (monitoring progress)	7 - 18 June 2021 (monitoring progress)
	Full Local Governing Body	Chair of Governors	28 Sept -16 October 2020 (annual administration) 12 Nov - 11 Dec 2020	25 Jan-12 Feb 2021 (discretionary) 8 - 26 March 2021	10-28 May 2021 (budget sign-off) 12-21 July 2021 (SATS results)
Leadership level	Academy Review Meetings (ARM)	Head Teacher, Chair, Academies Improvement Director	12 January Diss PAP 13 January Dickleburgh 14 January Harleston Federation (to review autumn data)	20 April Dickleburgh 21 April Harleston Federation 22 April Diss PAP (to review spring data)	12 July Harleston Federation 13 July Diss PAP 14 July Dickleburgh (to review summer data/SATs)
	Academies Improvement Leadership Group (AILG)	Head Teachers, CEO, Academies Improvement Director	17 September 2020 12 November 2020	21 January 2021 1 March 2021	22 April 2021 17 June 2021
St Benet's Trust Board level	Standards and Performance Committee	Trustees, Academies Improvement Director, CEO	14 September 2020 (results)	25 January 2021	10 May 2021
	Finance, Audit and Resources Committee	Trustees, CEO, COO	2 November 2020 (HTPM) 30 November 2020 (ARFS)	1 February 2021	5 July 2021
	Trust Board Meeting	Board of Trustees	5 October 2020 14 December 2020	22 March 2021 (+AGM)	19 July 2021
	St Benet's MAT AGM	St Benet's Members	-	-	12 April 2021
Trust	Forum	Chairs and Heads	7 October 2020, 09.00 – 16.00	3 February 2021, 09.00 – 16.00	20 May 2021, 09.00 – 16.00
	Briefing	Clerks and Chairs	TBA	n/a	22 April 2021, 16.00 – 18.00