

Information Pack for Applicants Trust Board Director (Trustee)



Minerva
Learning Trust

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post Advertisement

The Members of the Minerva Learning Trust are looking to appoint a number of Trustees who share their vision, values and ethos to complement the Trust Board. It is important that the Trustees shares a commitment to outstanding education for all through provision of a high quality, personalised and rounded education for everyone which is supported by a strong ethos of collaboration and challenge across the Trust.

We are looking to recruit colleagues who have experience, skills and knowledge in the following areas:

- Education
- Legal
- Finance
- Human Resources

The role of a Trustee can be challenging but also very rewarding. In giving something back to our communities, Trustees gain valuable new skills, build on existing skills, receive free training and support through a variety of training opportunities and access to the Learn Sheffield and National Governors Association resources. It may also open up opportunities for personal professional development.

As a Trustee you are not necessarily expected to have a working knowledge of the education sector or our schools. What is important is your transferrable skills.

For more information please visit our website www.minervalearningtrust.co.uk

Minerva Learning Trust prides itself in promoting and celebrating diversity and so, we encourage applications for all positions without regard to age, race, religion, sex, sexual orientation, marital, or any other legally protected status.

Interested applicants should complete and return the Expression of Interest Form and read the information pack which are both available on our Trust website www.minervalearningtrust.co.uk. Completed applications are welcome at any time. Applicants will be invited for a meeting with the CEO and the Chair of the Trust Board to discuss the role and their suitability to undertake it.

Applicants can have an informal discussion about the role with Nicola Gregory, HR and Governance Director (Tel: 07309 677 365) or Sara Bailey, Trust Governance Professional (Tel: 07378 142379).

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. Successful applicants will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

Deadline for Expressions of Interest is: Monday 22nd November 2021.

Section 2: Letter from the Chief Executive Officer and the Chair of the Trust Board

Dear Colleague

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-2018 the Trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5000 pupils. In September 2020, we have been joined by Chapelton Academy which will enhance the post-16 provision within the Trust in the north of the city. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust as a Trustee. If you choose to apply you will be choosing to work alongside a team of dedicated volunteers who passionately believe in the power of education to change the life chances of young people. The role of the trust Board is fundamental in setting the strategic direction of the Trust, holding leaders to account and ensuring money is well spent. This is not a role that should be taken lightly but, is one that brings many rewards in terms of scope and impact.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your expression of interest.

Bev Matthews
Chief Executive Officer

Ed Wydenbach
Chair of the Trust Board

Section 3: About our Trust

Who We Are

What is a Multi Academy Trust?

It is an educational charity that has a single objective "to advance education for public benefit"

- The Trust is legally accountable for the education of every child, the professional performance of every employee and the health and safety of the working environment
- The workforce is a single "faculty of education" who work together even though their places of work are located on different school sites
- The Board of Trustees, who are appointed by the members are the governing body of the Trust. Every other governance group is a subcommittee, including Local Governing Bodies
- The CEO is the Accountable Officer

Who is Minerva Learning Trust?

Minerva Learning Trust is a legal entity registered as an exempt Charity; the Trust was established in October 2014. Our vision is to provide outstanding education for students who are from a wide variety of backgrounds across the city of Sheffield.

The Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. During 2017/2018 the Trust brought together four secondary schools to create a new partnership which supports the teaching and learning of around 5,500 students.

In September 2020, Chapelton Academy converted to academy status with Minerva, this has enhanced the post-16 provision within the Trust in the north of the city. In addition, September 2021, Woodthorpe Community Primary became the first primary school to join our Trust as we begin an exciting expansion into the primary phase.

We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Minerva Learning Trust is led by Bev Matthews, Chief Executive Officer and Ed Wydenbach, Chair of the Trust Board. Bev is an experienced Headteacher and School Improvement leader. Ed is an experienced Governor and is a National Leader of Governance (NLG).

The Trust employs just under 800 staff across our schools and central services and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

What We Do

Our aim is to deliver an outstanding education for all students, staff and stakeholders.

We do this through an ethos of collegiality, placing students at the centre of all that we do. We are an inclusive Trust; our students show a high level of care for each other and respect each other's diversity. We do not allow disadvantage to be a barrier to learning and we support all our students to be the very best.

Why We Exist

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do, and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected, and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Mission, Vision, Values and Beliefs

Our Mission, Vision and Values

OUR MISSION

To provide an outstanding education for students, staff and stakeholders within the Trust.

OUR VISION

Our mission is underpinned by our vision that we are 'Stronger Together' by:

'Working Together'

Our students, staff and stakeholders work in partnership to maximise attainment and achievement and create successful and confident citizens.

'Learning Together'

Our students, staff and stakeholders learn collaboratively with each other to develop a highly skilled workforce which impacts positively on students' life chances.

'Outstanding Together'

Our students, staff and stakeholders work tirelessly, effectively, and efficiently to develop an outstanding quality of education in all our schools.

OUR VALUES

Our values underpin all of the work that we do and all of the decisions that we make.

Inclusion

We place the needs of our students at the heart of everything we do and we all support and encourage each other

Independence

We promote and support strong leadership within our students, staff and stakeholders and we are all accountable for each other

Respect

We recognise and appreciate the diverse qualities of our students, schools and stakeholders and we all care for each other.

Success

We celebrate and communicate our successes, share good practice and we all promote a culture of continuously learning from each other

OUR BELIEFS

- We believe that we will have a significant impact on young people in Sheffield by providing outstanding provision.
- We believe that we can empower existing and aspiring leaders to drive school improvement.
- We believe that through a quality education we can support students to be successful in life after school and to positively contribute to society.
- We believe that a child's background and circumstances should not pre-determine their future.
- We believe that we can enrich the learning experience for all our students by providing aspirational opportunity beyond the classroom.

Our Schools

Minerva Learning Trust is one of the largest Multi Academy Trusts in Sheffield with over 5,000 students. We are very proud of all our schools. Each school serves a very different community within Sheffield, which contributes toward the inclusive nature of the Trust and is something we are very proud of.

The benefits of this means that we have schools in close proximity to each other which provides huge opportunities for staff and students alike to work with and learn from each other. No school is seen as the lead school and every school within the Trust is expected to be a 'giver' and 'receiver' of support.

We have a shared set of values and a common mission which ensures that every child receives the education they deserve. Each school within the Trust retains its cultural autonomy but we work together to ensure best practice becomes shared practice.

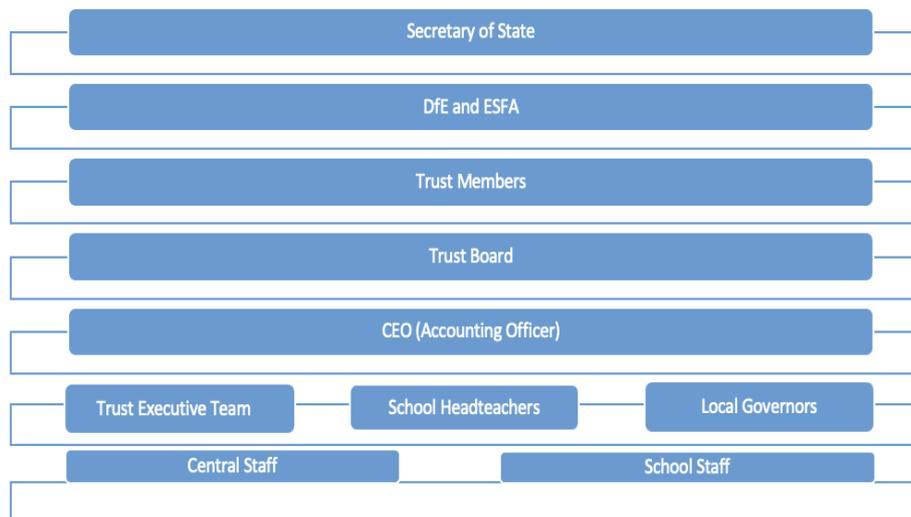
Each of our schools is led by a Headteacher with a Senior Leadership Team of Deputy and Assistant Headteachers. Headteachers are responsible for the overall success of the school and for developing a professional and effective working relationship with the Local Governing Body.

Schools within our Trust are listed below, alongside an overview of their context and contact details.

Academy	Headteacher	Age range	Pupil Admission Number
Chapelton Academy	Dayle Coe	16-18	300
Ecclesfield School	Richard Walkden	11-16	1750
Handsworth Grange	Nick Parker	11-16	1025
High Storrs School	Claire Tasker	11-18	1650
Stocksbridge High School	Andy Ireland	11-16	900
Woodthorpe Community Primary School	Dave Smith	3-11	455

Section 4: Governance and Leadership Structure

The diagram below illustrates lines of accountability within all Multi Academy Trusts:



Members

Minerva Learning Trust has four Members. Members are from a range of professional backgrounds including education, finance and legal services.

The Members have a role akin to shareholders. Founding Members are signatories to the Articles of association. They have the power to amend the Trust’s Articles, receive the annual accounts and appoint Trustees.

The Members meet twice yearly, including the Annual General Meeting. Details of the Trust’s Members can be found on the Trust’s website www.minervalearningtrust.co.uk

Minerva Learning Trust Members as at September 2021:

Deborah Eaton (Chair)	John Bowers	David Burkinshaw	Irvin Robinson	John Evans
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Trustees/Directors

The Trust is overseen by a Board of Trustees, currently consisting of eight. Trustees are responsible for governing and exercising all of the powers of the Trust, including:

- Ensuring clarity of vision, values and strategic direction.
- Holding the Chief Executive Officer to account for educational performance of the Trust’s academies.
- Overseeing the financial performance of the Trust, managing risks and ensuring legal compliance.

The Board of Trustees meet on a termly basis. The Trust also has an Audit and Risk Committee that meets on a termly basis. Details of individual Trustees can be found on the Trust's website.

Minerva Learning Trust Members as at September 2021:

Ed Wydenbach (Chair)	Kabier Aslam	Jonathon Crossley-Holland (Vice Chair)
Roger Salt	Genny Bradley	Jim McDonnell

Local Governing Bodies

Minerva Learning Trust firmly believes in the power of local governance and in the importance of local leadership and governance in order to keep our schools at the heart of the communities they serve.

Each school has a Local Governing Body (LGB), which acts as a sub-committee of the Board of Trustees.

LGBs have delegated functions which are set out in the Trust's Scheme of Delegation, which is updated at least annually by the Board of Trustees. Even though these functions are delegated, the Board of Trustees still remain accountable and responsible for all functions. The duties of the LGBs include:

- Establishing and promoting the mission, vision and values of the relevant school, ensuring that it fits within and promotes the mission, vision and values of the Trust.
- Supporting the Headteacher and acting as a critical friend.
- Monitoring the quality of education to include achievement of students, quality of teaching and learning, behaviour, and safety within the school.
- Ensuring additional funding such as Student Premium and Special Educational Needs and Disabilities (SEND) enhanced funding, are targeted appropriately and impact upon the quality of education.
- Ensuring engagement with the school's key stakeholders, for example, parents/carers, students, staff.
- Advising Trustees about local issues affecting the school that they may need to consider.

The Chairpersons of LGBs meet with the Chairperson of the Board of Trustees termly to maintain effective communication and discussion of key issues.

The Trust considers parents and carers as essential partners in the education of our students and works to ensure that at all levels the Trust keeps them informed and involved as much as possible. Local Governing Bodies are a key conduit for this work.

Section 5: Role Commitment

Time in Office

Appointments are initially for one year, followed by a review and provided both parties are happy, the term can be extended to three years.

Meeting Commitment

Trustees are expected to attend two meetings per term minimum as well as ad hoc meetings about occurring issues such as staffing and exclusions. Time must be adequately reserved to prepare for these meetings. Trustees may also be asked to be a member of the Risk and Audit Committee, which will require attendance to an additional three meetings per year, or may be asked to take on an additional responsibility of Lead Trustee for Safeguarding, SEND or Vulnerable Groups.

Training Commitment

Trustees are required to take part in relevant training in addition to Board Meetings. This will be set out on an annual basis. Most training is voluntary but, there are mandatory elements which all Trustees will be expected to undertake.

All Trustees are also expected to take part in the Board's annual skills audit and external review of governance and attend the annual Board Reflection Day to set Trust and governance priorities for the coming year.

Community Commitment

We like for our Trustees to become recognisable figureheads for our Trust and therefore it is expected that you will attend school community events where possible.

Seven Principles of Public Life

All Trustees are expected to uphold the Nolan Principles: Seven Principles of Public Life, which are detailed below:

- Selflessness:** Holders of public office should act solely in terms of the public interest.
- Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Section 6: Trustee Role Profile

 <p>Minerva Learning Trust</p>	<h1>Minerva Learning Trustee Role Profile</h1>
<p>Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all Members, Trustees and Governors to share this commitment</p>	
<p>ROLE</p>	<p>Director (Trustee)</p>
<p>LOCATION</p>	<p>Attendance at one of the Trust establishments</p>
<p>HOURS</p>	<ul style="list-style-type: none"> • Up to six Board meetings per year • Regular review of reports and documentation • Attendance at relevant training • Occasional contact by telephone or email
<p>TERM OF OFFICE</p>	<p>Four years</p>
<p>ROLE PURPOSE</p>	<p>A Director on the Trust Board has three core functions:</p> <ul style="list-style-type: none"> • Ensure clarity of vision, ethos and strategic direction; • Hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and • Overseeing and ensuring effective financial performance

ROLE PROFILE FOR: Director (Trustee)

Specific Duties & Responsibilities

A Director (Trustee), must at all times, carry out their duties and responsibilities in accordance with Company and Charity law, the Articles of Association, the Academies Financial Handbook, and Minerva Learning Trust Governance Code of Conduct.

Specific duties and responsibilities

The role of the Trust Board and Directors (Trustees) collectively is to:

1. Determine the strategic vision and overarching strategic plan of the Trust;
2. Provide strategic leadership and governance;
3. Develop effective links within the Trust's community, communicating openly and frequently as appropriate and ensuring that the Schools in the Trust meet their responsibilities to the community and serve the community's needs in relation to the safeguarding and education of our students;
4. Provide challenge and support to the CEO, Executive Team and Senior Leaders;
5. Develop and decide strategic and operational policies;
6. Facilitate collaboration between the Schools in the Trust to actively seek opportunities to work together, either with the aim of improving economic efficiencies within the Trust, or identifying and implementing best practice across all our Schools;
7. Co-ordinate and oversee shared services and resources;
8. Develop and oversee the implementation of School Action Plans focussing on progress and improvement;
9. Set and monitor performance benchmarks;
10. Determine curriculum priorities;
11. Set the overall Trust budget and approve School budgets;
12. Monitor expenditure in accordance with appropriate authorisations;
13. Develop and implement a risk management strategy;
14. Ensure the Trust and its Schools comply with their legal obligations;
15. Determine the Trust's reserves policy;
16. Ensure appropriate insurance or risk cover is put in place;
17. Undertake recruitment and performance management of the Chief Executive Officer, Executive Team and Headteachers';
18. Participate in HR procedures including disciplinary, grievance, capability and redundancy as appropriate;
19. Develop staff training programmes and opportunities for professional development;
20. Support the development and building of leadership and governance capacity at school level;
21. Approve site and asset management strategies;
22. Oversee any significant capital expenditure and building projects;
23. Approve all funding applications;
24. Act as decision maker for all appeals;

Expectations of Directors (Trustees):

In performing their duties and responsibilities, Directors are expected to:

1. Work as a team;
2. Attend meetings and be prepared to contribute to discussions and commit to agreed actions;
3. Be respectful of the views of others and to be open to new ideas and thoughts;
4. Maintain confidentiality in respect of information presented and discussions held;

5. Act with integrity and avoid personal conflicts of interest;
6. Develop a deep understanding of the values and aims of the Trust and its schools and the roles played by all individuals in fulfilment of the Trust vision;
7. Understand the policies and procedures of the Trust and how these flow down to the schools;
8. Commit to training and development;
9. Be ready to ask questions and provide constructive challenge;
10. Be focused on problem solving and be ready to learn from past experiences;
11. Adhere to the Nolan Principles of Public Life in their conduct; and
12. Evidence the values of Minerva Learning Trust in communications and actions.

Directors (Trustees) must not:

1. Put themselves in a position where their duty to the Trust conflicts with their personal interests or loyalty to any other person or body.
2. Receive any benefit from the Trust unless it is properly authorised and is clearly in the Trust's interests; this includes anyone who is financially connected to the Director such as a partner, dependent child or business partner.
3. Act outside of charity and company law when performing their role.
4. Be a member of a Local Governing Body within the Trust.

General

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Minerva Learning Trust Person Specification Trustee

Personal Qualities and Values

- Demonstrate both behaviours and values that are appropriate to the holding of public office (Principles of Public Life)
- Desire to create positive change for young people
- Commitment to the mission, vision and values of Minerva Learning Trust
- Commitment to equality of opportunity, tackling discrimination and setting standards of fair treatment
- Commitment to safeguarding young people
- Commitment to the role and willingness to devote time and effort to discharge their duties

Education, Training and Experience

- Level of professional experience in a relevant sector
- Higher level of education or professional area of expertise
- Experience of driving positive change
- Experience of leadership and management
- Commitment to and record of continuous professional development
- Willingness to participate in skills and training to support the role

Knowledge and Skills

- Understand and accept legal duties, responsibilities and liabilities of the role
- Understand the use of attainment and other data to assess the progress, strengths and areas for development in an educational environment
- Understand workforce and financial data
- Ability to think creatively and strategically
- Ability to use independent judgement
- Ability to apply care and diligence to decision making
- Ability to observe confidentiality and act with integrity

Legal Requirements

Individuals who are not able to make the following declarations may not serve as a Director:

- I am not disqualified from acting as a charity trustee;
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as 'spent');
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identify theft;
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate avoidance;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;
- I have not been removed from serving as a charity trustee or been stopped from acting in a management position within a charity;

- I have not been disqualified from serving as a company trustee;
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of an academy;
- I am not an employee of Minerva Learning Trust.

Directors must successfully complete a Disclosure and Barring Service Check to confirm they are suitable to work with children.