

MORRIS EDUCATION TRUST
Scheme of Delegation

August 2018



Introduction

**Morris Education Trust, is a company limited by guarantee and registered in England and Wales under company number 8451787
Morris Education Trust (MET) is a Multi-Academy Trust (MAT) that was formed in November 2016 in order to provide educational services as per the Objects reiterated below:**

1. The Academy Trust's objects ("**the Objects**") are specifically restricted to the following:
 - a. to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("the Academy");
 - b. to promote for the benefit of the inhabitants of Impington and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Who we are

The Morris Education Trust (MET) is a Multi-Academy Trust that has been founded from out of the standalone academy trust of Impington Village College to develop a local family of schools initially within Cambridgeshire. We are passionate about and deeply committed to comprehensive, community-rooted education. Since children and young people have one chance to experience schooling, we will ensure that this unique opportunity is valued and enables all to flourish as individuals so that they can progress and take their place as positive, active and capable citizens in our world. Our schools will share and collaborate in a partnership which will ensure that education in our region is highly regarded across our nation and beyond.

Our vision and values

Our vision is to grow a family of schools and colleges which are individual in character but united by a passion that we:

- Will build a better world through education
- Are stronger through community
- Will achieve excellence as standard for all

Our family of schools will be bound by a shared set of values:

- We value world class outcomes in progress, attainment and development for all.
- We are a community of responsible, caring individuals who value the promotion and creation of a collaborative culture underpinned by positive human relationships.

- We value the opportunity for all to engage in lifelong learning with creative freedom, enabling them to continue, develop and progress.
- Wholly inclusive, we celebrate diversity and understand individual needs; we will cultivate a global outlook & prepare all to be international citizens.

What we want to achieve

Our aims are to:

- Develop and grow a family of local schools operating successfully as a mixed phase/setting Multi-Academy Trust
- Be an excellent Trust where students flourish and thrive as learners securing outstanding outcomes and all work in a climate of ‘high challenge, low threat’¹
- Ensure the Trust grows through efficient and effective use of all resources and maximises income generation consistent with the values of the Trust
- Communicate successfully and engage positively with all stakeholders of the Trust
- Ensure the Trust continues to promote its role at the heart of the whole community and its composite local communities

MET is run by a Board of Trustees that is accountable to the Secretary of State for Education for the performance of each academy within the Trust. Each academy will have its own Local Governing Body (LGBs). This includes both parent and staff representatives but with the majority appointed by the MET Board following its appointments procedures. As it expands, MET may look to develop a hub model including, for example, a local board to support LGBs based in geographical areas and as such this scheme may be updated to reflect this.

The MET Board has overall legal responsibility for the operation of the MAT and the academies within it. However, in tune with its vision, the Board works in partnership with its family of academies and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within the academies 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 MET Board;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the Academy; and
- the Principal of the Academy;

This scheme should be read in conjunction with the Memorandum and Articles of Association, Funding Agreement(s), the process for appointments to Local Governing Bodies in MET, the Financial Control Procedures and other documents, policies and guidance produced by MET 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 academy Trust through the appointment of Trustees and control of the governance structure of the MET Board. Currently the Members are:

- Four individuals who reflect the founding communities of MET
- The Chairman of the Board of Trustees of MET.

The MET Board

The MET Board is a Board of Trustees that has responsibility for the effective running of the Trust and the individual academies within it. The Board may decide to form committees to carry out certain of its functions and committees or regional bodies may be formed as MET grows. The term 'MET Board' will therefore include any such committees/boards that may be formed from time to time.

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The term 'CEO' refers to the Chief Executive Officer but as the CEO may choose to delegate some of these functions to members of the central team, the reference to CEO may therefore include the Chief Operating Officer or other staff employed centrally.

Local Governing Body (LGB)

The Local Governing Body is essentially an advisory body of the Trust which has some delegated powers in order to support the successful operation of its individual academy. The LGB may choose to delegate some of these powers to smaller committees or the Principal as it deems fit to fulfil its responsibilities. Where the document refers to the LGB this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with the LGB.

Principal

In this document the term 'Principal' is used whereas in some schools 'Headteacher' is used; where it says Principal this can be read to also mean Headteacher. The Principal will be assigned delegated powers but may choose to delegate these further to another member of staff e.g. Finance Manager or Vice Principal. Where the document refers to Principal this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Principal.

In all cases the MET Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers.

Local Governing Body Structure

The 'make-up' of the Local Governing Body will depend on the whether or not the academy is a sponsored academy and also its school 'Ofsted' category prior to conversion 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 academy. Currently for each Academy, the Board has determined that there are 12 governors.

Type of Member	Number	Term of Office	How they are appointed or elected
Principal (Head of School)	1	Indefinite	By appointment to the post
Trust Governor	4+	4 years	By the Board, taking account of school views.
Teaching staff Governor	1	4 years	Teacher election – secret ballot to be organised by the relevant Academy
Associate staff Governor	1	4 years	Associate staff election – secret ballot to be organised by the relevant Academy
Parent Governor	4	4 years	Parent election – secret ballot to be organised by the relevant Academy
Clerk to the LGB	1	Indefinite	To be appointed by the Governing Body

The Trustees (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Trustee attending a meeting of the LGB will not count towards the quorum for the purposes of the meeting and cannot vote on any resolution being considered by the LGB. The LGB may also have associate members. These do not count towards the quorum and do not have voting rights. The quorum for any LGB meeting will be 4 members or (where greater) any one third of the total number of LGB members in office at the time of the meeting.

Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are, as for the Trustees, set out in the Articles of Association. LGB members will be required to sign a form indicating their eligibility prior to appointment. Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check. The term of office for all governors will be 4 years except for the Principal who is an ex officio member. Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the academy to move on to their next stage of education may serve

out their term of office. The Principal and staff LGB members will no longer sit on the LGB if they no longer work at the academy. Governors may be removed by the body that appointed them except for elected Parent Members who may be removed by the MET Board of Trustees.

The MET Board of Trustees may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that brings MET or the academy into any kind of disrepute.

Delegated Powers

Each academy is ultimately governed by MET but the Trust recognises the benefits of the local skills, knowledge, autonomy and commitment required to support and challenge those who work within each academy to ensure the best outcomes for its children and young people. This scheme sets out the decision making levels and responsibilities for the academy. The levels may vary within the Trust depending on the situation of each academy (e.g. it is sponsored by MET). This will be reviewed annually.

MET reserves the right to overrule this scheme if at any point it judges the LGB is not acting in the best interests of the children and young people in the academy. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the 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 LGB will be given warning of any concerns.

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET 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	The majority of Trustees are appointed by the Members.
Appoint and remove LGB members	Administers the parent election process and make recommendations if too few parents stand.	<p>Recommends MET appointed governors following appointments process and based on LGB self-evaluation and skills audit.</p> <p>Arranges for the election of parent LGB members.</p> <p>Recommends to MET CEO, staff members for LGB (this may follow an election process).</p> <p>Appoints co-opted members if required.</p>	<p>Appoints staff member on recommendation of LGB.</p> <p>Oversees the LGB appointments process and agrees appointments.</p> <p>Monitors effectiveness of LGBs, references LGB self-evaluation and skills audits to inform decisions about appointments.</p>	Appoints MET ('Trust') governors	

1. GOVERNANCE

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DBS	Administers DBS checks for all LGB members.	Ensures each member of the LGB has an up to date DBS check and renews on any reappointment or election	Administers DBS checks for Board members. Receives summary of checks for LGB members and monitors process Ensures the Chairman of the Board undertakes an enhanced DBS check as required by the Secretary of State	Monitors DBS compliance through safeguarding reports from CEO.	
Register of business interests	Ensures register of business interests and governor information is on the academy website.	Clerk to the LGB maintains register of business interests and reports any amendments to CEO.	Ensures Board and LGB information and register of business interests is maintained and published on the Trust website. Monitors academy websites.	Clerk to the Board maintains register of business interests for Board members.	
Appoint Chair/vice-chair		Annually recommends appointment of Chair to the CEO. Annually elect a vice chair.	Agrees Chair appointment and recommends to the Board.	Appoints Chair of LGBs	

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Agree and amend the scheme of delegation		Consulted on the drawing up and any amendments to the scheme for their academy.	Advises the Board on the delegated powers for each academy following discussions with the LGB and the review of monitoring reports about the academy.	Delegates powers through its scheme of delegation and reviews annually.	
Agree membership and terms of reference for committees		Agrees terms of reference and membership of any committees formed by the LGB.	Advises Board on LGB and Trust committees' terms of reference.	Agrees terms of reference for all Trust committees including LGBs.	
Appoint clerk		Appoints clerk to the LGB.	Monitors clerking across the Trust and makes recommendations to LGBs or takes action to replace clerk.	Appoints clerk to the Trust Board and committees other than LGBs.	
Meeting schedule		Ensures LGB meets at least half-termly and sets out further meetings of the LGB and committees as required. Clerk sends schedule to the CEO.	Liaises with the Chairman of the Board to arrange meeting schedule of the Board and its committees and their Chairs. Monitors meeting schedules of LGBs	Meets monthly and sets out further meetings of Board and committees as required.	Meet at least annually to receive accounts and review trust.

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Setting agendas and managing minutes.	<p>Advises with LGB chair on setting agendas.</p> <p>Ensures relevant minutes are published on the academy website.</p>	<p>Chair of the LGB sets the agenda following consultation with the Principal and the CEO as necessary.</p> <p>Clerk sends agenda and draft minutes to CEO.</p>	<p>Informs LGB Chair and Clerk of any items that must be included on any LGB agenda if required.</p> <p>Liaises with the Chairman of the board on setting agendas.</p> <p>Ensures relevant minutes are published on website</p>	<p>Chairman of the Board sets the agenda consulting with the link Trustee, clerk and the CEO as necessary.</p>	
Vision, Values and Aims of MET	<p>Ensure the Academy complies with and actively promotes the Trust's vision, values and aims</p>	<p>Supports and challenges the Principal to ensure the Academy embodies the vision, values and aims of MET</p>	<p>Ensures all the Trust's Academies embody the vision, values and aims of the Trust</p> <p>Reviews the vision, values and aims and presents this to the Board</p>	<p>Supports and challenges the CEO to ensure all the Trust's Academies embody the vision, values and aims of MET</p> <p>Recommends amendments to these as required</p>	<p>Reviews the vision, values and aims annually and adopts them as required</p>

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Policy Development and approval	<p>Draws up academy specific policies outside the MET model framework.</p> <p>Adapts model/trust wide policies with information appropriate for individual academy/school context and returns to CEO once agreed by the LGB.</p> <p>Ensures up to date policies are published on the website.</p>	<p>Approves academy specific policies.</p> <p>Receives model/trust wide policy.</p> <p>Agrees and approves contextual amendments proposed by the Principal.</p>	<p>Develops MET model policies for approval</p> <p>Monitors academy specific policies and may override LGB approval if policies do not fulfil statutory requirements or MET wide values.</p>	Approves MET policies	

