

## St Benet's MAT Governance Arrangements 2021-2022

*Last updated: August 2021*

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

St Benet's MAT 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. The Trustees have a broad range of skills and experience from both the education and business worlds.

### Members

Board of Trustees

Board Committees

Joint Policy  
Development  
Committee

Trust Officers

Local Governing  
Bodies

### Board of Trustees

Finance, Audit and Resources Committee

Standards and Performance Committee

Academy Review  
Meetings

### Local Governing Body

Standards and Curriculum  
Committee

Resources Committee

Ethos and Community  
Committee

# St Benet's MAT Chief Executive Officer

Director of School Improvement

Professional Lead for New Schools

PA to the Executive Team

# DONESC Chief Executive Officer

Head of Governance

Head of Operations

Financial Controller

Governance Officers/Trust Clerks

Contracts and Compliance Assistant

HR Manager

Estates Manager

PA to CEO and HR Administrator

Finance Team Leader

Management Accountants

Governance Administrator

Finance Assistants

The St Benet's MAT 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 MAT officers to account in accordance with the Articles of Association and Scheme of Delegation:

- Finance, Audit and Resources Committee
- Standards and Performance Committee

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

In addition, two DNEAT Trustees represent the Trust on the Joint Policy Development Committee which develops and reviews policies for St Benet's MAT, DNEAT (Diocese of Norwich Education and Academies Trust) and DoNESC (Diocese of Norwich Education Services Company).

The 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 Director of School Improvement. A Trustee is assigned to each academy, and they will also attend the ARM. 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 an overall assessment of the academy, 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 Standards and Performance Committee 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 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 MAT 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.

## Governance Framework 2021-2022

	Activity	Person(s) Responsible	Autumn Term 6 September - 17 December (excluding Inset Days)	Spring Term 5 January – 1 April (excluding Inset Days)	Summer Term 20 April - 22 July (excluding Inset Days)
Academy	In school data collection/pupil progress review	Head Teacher	By 17 December 2021	By 31 March 2022	Internal Assessments by 30 June w/c 5 July 2022 (SATS results)
Local Governing Body level	LGB Standards & Curriculum Committee	Committee Chair	Autumn-1 (w/c 13 September)	Spring-1 (w/c 24 January)	Summer-1 (w/c 16 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 15 October 2021 (review/objective setting)	28 February – 11 March 2022 (monitoring progress)	6 - 17 June 2022 (monitoring progress)
	Full Local Governing Body	Chair of Governors	27 Sept -15 October 2021 (annual administration) 11 Nov - 10 Dec 2021	24 Jan-11 Feb 2022 (discretionary) 7 - 25 March 2022	9-27 May 2022 11-22 July 2022 (SATS results)
Leadership level	Academy Review Meetings (ARM)	Head Teacher, Chair, DoSI	10 January Newton Flotman 11 January Diss PAP 12 January Beacon Federation 13 January Harleston Federation 14 January St Mary's (to review autumn data)	27 April St Mary's 28 April Newton Flotman 29 April Beacon Federation 3 May Harleston Federation 4 May Diss PAP (to review spring data)	13 July Harleston Primary 14 July Diss PAP 15 July Newton Flotman 18 July Beacon Federation 19 July St Mary's (27 Sep 22 ASHS)
	Academies Improvement Leadership Group (AILG)	Head Teachers, CEO, DoSI	16 September 2021 11 November 2021	20 January 2022 28 February 2022	22 April 2022 16 June 2022
Trust Board level	Standards and Performance Committee	Trustees, DoSI, CEO	13 September 2021	2 February 2022	18 May 2022 (7 October 2022)
	Finance, Audit and Resources Committee	Trustees, CEO, COO	1 November 2021 (Pay Reviews) 29 November 2021 (ARFS)	7 February 2022	4 July 2022
	Joint Policy Development Committee	DDE, DNEAT Trustees, CEO	16 September 2021 18 November 2021	10 March 2022	23 June 2022
	Trust Board Meeting	Board of Trustees	11 October 2021 13 December 2021	14 March 2022	18 July 2022
	St Benet's MAT AGM	St Benet's Members	-	28 March 2022	-
Trust	Forum	Chairs and Heads	13 October 2021 – 09.00 – 13.00	2 February 2022, 0900 – 1600	TBC
	Networks	Clerks Chairs	10 November 2021, 1600 –1800 21 October 2021, 1200-1300	N/A 10 February 2022, 1200-1300	21 April 2022, 1600 – 1800 26 May 2022, 1600-1730