

Cumbria Education Trust (CET) is a charitable company and is a company limited by guarantee.

The Trust Board are responsible for directing all activities of the Multi-Academy Trust (MAT). The Trust Board follow an agreed Scheme of Delegation (SoD) and Terms of Reference (ToR).

In most MATs, there is an additional layer of governance – locally known to CET as the Local Advisory Boards (LABs). Effectively, a LAB is a committee of the Trust Board. The LABs are set up to provide governance in relation to their respective school / academy on behalf of the Trust Board and in accordance with the policies determined by the Trust Board. The LABs are established under the SoD. The SoD confirms the role assigned to it and the delegation of any powers from the Trust Board.

The main aim of the Trust Board is to raise the educational achievement of all students / pupils within its community. All Trust Board Trustees will contribute most effectively to the Trust's aim by focusing on six key areas:

- Ensuring clarity of vision, ethos and strategic direction.
- To act as a critical friend by providing support and advice to the Trust's schools / academies.
- To hold the schools / academies to account for the educational standards it achieves and the quality of the education it provides.
- To hold senior leaders to account for the effective and efficient performance management of staff.
- To oversee the financial performance of the organisation and make sure its money is well spent.
- To agree, support, demonstrate and actively promote the Trust's vision and values – Respect, Responsibility and Resilience and 'Be the Best You Can Be'.

Trust Board Trustees should:

- Carry out activities that are intended to improve the educational provision for the students / pupils within the Trust's family of schools / academies.
- Observe the Trust's SoD and ToR and act within its powers.
- Ensure that its decision making processes are informed, rigorous and timely.
- Always act in the best interests of the Trust, its staff and the communities it serves.
- Act with integrity and avoid any conflicts between personal interests and the interests of the Trust.
- Not benefit personally from the Trust.
- Ensure the Trust is solvent and operationally effective.
- Manage any / mitigate risks exposed to the Trust, its assets and reputation.
- Comply with charity law and the requirements of the Education Skills Funding Agency (ESFA).
- Have regard to any other legal requirements.
- Use reasonable care and skill with regard to their personal skills and experience and undertake evaluation of its own effectiveness.
- Take professional advice when needed.
- Strive to operate as a team in which constructive working relationships are actively promoted. Effective working relationships should be developed with the LABs, headteachers, staff, parents and the local communities.
- Express their views openly within meetings, but accept collective responsibility for all decisions made.
- All visits to Trust schools / academies should be undertaken within a framework which has been established and agreed collectively by the Trust Board.

- Have a responsibility to maintain and develop the ethos and reputation of the Trust. Any actions within the Trust school communities should reflect this.

Administration

- The Trust Board will meet at least five times a year.
- Non-Confidential minutes from the Board will be available via the CET website.
- The Trust Board will appoint the Chair. The Chair will be appointed every school year.
- The Chair will have the casting vote.
- The Board will consist of all Trust Board Trustees and be supported by the attendance of the Chief Executive (CE)/Accounting Officer (AO) and Chief Finance Officer (CFO).
- The Trust Board will be quorate if three Trustees are present.
- Any decisions taken must be determined by a majority of votes of Board members present and voting.
- Only Trustees of the Trust Board have the right to attend Trust Board meetings, however other individuals, such as the Chair of the LABs, LAB Safeguarding Lead or Headteachers, may be invited to attend all or part of the meeting but have no voting rights.
- Trust Senior Leadership Team (SLT) employees may be invited to attend, but have no voting rights.
- Administrative support will be provided by the Clerk to Trust Board.
- Agendas will be agreed in advance by the Chair of the Trust Board (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- Minutes of meetings will be taken and approved in draft by the Chair of the Trust Board. The draft minutes will be circulated to the Committee within at least 10 working days following the meeting.
- The Trust Board will review these ToR annually. The Board will self-assess its performance against these ToR on an annual basis.

CET's Scheme of Delegation

The Trust Board has Final Approval on the following:

Growth of the Trust

- Approval of new schools joining CET

Governance

- Appointment of Co-opted Trustees*
- Appointment of Trust Board Chair
- Appointment of Trust Board Committee Chairs
- Appointment of LAB Chairs and Vice Chairs
- Appointment of Parent and Staff LAB members*
- Approval of size of LAB*
- Dismissal of Co-opted Trustees
- Amendment of SoD and ToR*
- Approve Trust vision and strategy and agree key priorities

Statutory Requirements

- Approval of audited financial statements
- Approving Annual Budget
- Monitoring monthly management accounts and balance sheet

Bank Accounts

- Approving Reserves Policy

Other Finance

- Taking up property leases

Insurance Policies

- Approval of Business Continuity Plan

School Improvement

- Approval of Trust Improvement Plan

HR Policies

- Approval of Pay Policy

Approval of Appointments

- Chief Executive
- Head of Finance (CFO)

Dismissals

- Appeals

Safeguarding

- Overarching Safeguarding Statement of Intent
- Appointment of Designated Safeguarding Director
- Review and approve Safeguarding Strategy

Academy Based Activities

- Making variations to the length/structure of the academy day
- Make changes to Admissions Policy, including PAN changes
- Complaints - Appeals

Information Technology

- Data Controller (CET)

Annual Appraisal and Pay Progression Recommendations (new)

- Pay Appeals

The Trust Board Recommend /Advice/ Information/Consultation on the following:

Dismissals

- Chief Executive

Governance

- Appointment of Trust Board Trustees*
- Amendment of Trust Articles of Association*

Statutory Requirements

- Appointment of external auditors

Other Finance

- Purchase of freehold property*

**Please note where asterisks, see Notes column of Scheme of Delegation for further information.*