



Minerva
Learning Trust



Trustee Recruitment Information Pack

A guide to Trust Governance

Inclusion | Independence | Respect | Success



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Welcome

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire.

Founded in 2014, Minerva Learning Trust has expanded from an outstanding single-academy to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Recently, we expanded into Derbyshire through a merger with another established trust, growing our community from six to ten schools. This expansion has strengthened our capacity to provide high-quality education and support to even more students across the region.

We are proud to be a Trust that values high expectations alongside a caring and supportive ethos. While we strive for excellence, we also recognise the importance of work-life balance and actively work with staff to promote and improve wellbeing.

At Minerva Learning Trust, we are committed to ensuring that every student receives the best possible education and support to succeed.

Minerva Learning Trust is governed by a strong Trust Board that strategically leads and oversees the entire business. The Trust gives clarity of vision; effectively challenging and supporting, to ensure that growth continues to be founded on strong educational values and outstanding school improvement strategy.

We aim to deliver a model that is efficient yet effective and ensures that the educational experience, for our pupils, is supported by appropriate resources.

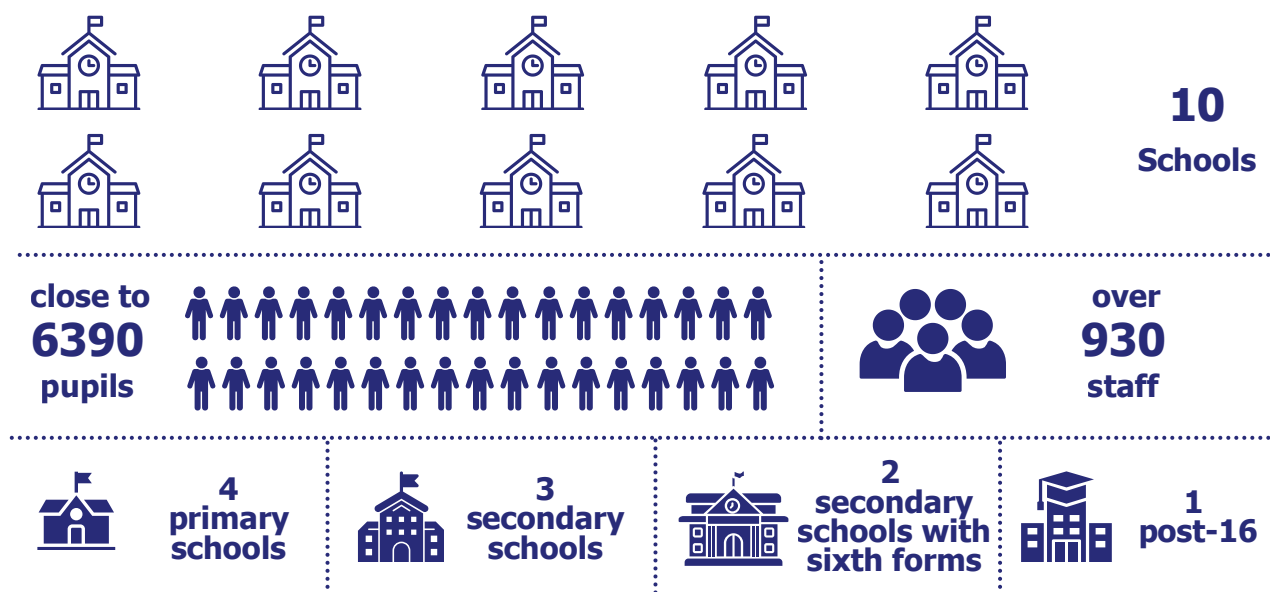


Bev Matthews
Chief Executive Officer



John Doyle
Chair of Trust Board

Our Schools



Minerva Learning Trust is a diverse and inclusive multi-academy trust based in the north of England, with schools located in and around Sheffield, South Yorkshire, and Derbyshire. The Trust includes primary, secondary and post-16 settings, strategically placed to provide accessible, high-quality education to students from a wide range of communities and neighbourhoods, serving a broad demographic.



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Location

Minerva supports students from varied socioeconomic, cultural, and ethnic backgrounds, reflecting the rich diversity of the areas it serves. Its schools range from large urban secondaries to smaller community primaries, each tailored to meet local needs. The staff comprises experienced educators and support professionals committed to equity, excellence, and inclusive practice. By fostering collaboration across its schools, the Trust aims to raise aspirations and improve outcomes for all students, ensuring every child has the opportunity to thrive both academically and personally.



Mission Vision 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'			
WORKING TOGETHER	LEARNING TOGETHER	OUTSTANDING TOGETHER	
Our students, staff and stakeholders work in partnership to maximise attainment and achievement and create successful and confident citizens.	Our students, staff and stakeholders learn collaboratively with each other to develop a highly skilled workforce which impacts positively on students' life chances.	Our students, staff and stakeholders work tirelessly 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 the decisions that we make.			
INCLUSION	INDEPENDENCE	RESPECT	SUCCESS
We place the needs of our students at the heart of everything we do and we all support and encourage each other.	We promote and support strong leadership within our students, staff and stakeholders and we are all accountable for each other.	We recognise and appreciate the diverse qualities of our students, schools and stakeholders and we all care for each other.	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 our region by providing an outstanding provision • we can empower existing and aspiring leaders to drive school improvement • through quality of education we can support students to be successful in life after school and to positively contribute to society • a child's background and circumstances should not pre-determine their future • we can enrich the learning experience for all our students by providing aspirational opportunity beyond the classroom			

Our Mission

Minerva Learning Trust is committed to providing an outstanding education for students, staff, and stakeholders within the Trust. This mission reflects the Trust's dedication to fostering an inclusive, high-achieving educational environment that supports the growth and success of all individuals.

Our Vision

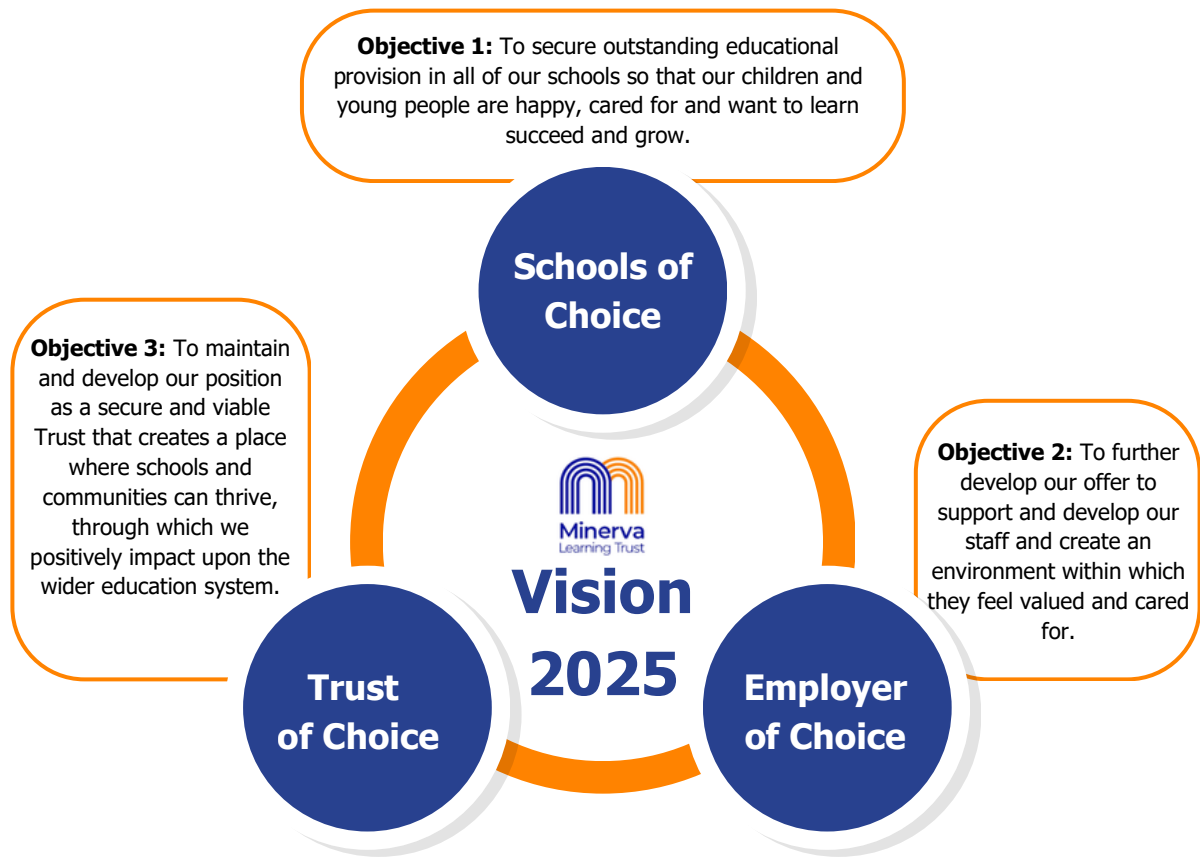
The Trust's vision is built on the principle that "We are Stronger Together". This vision underpins the Trust's efforts to create a collaborative and supportive educational community.

- **Working Together:** Students, staff, and stakeholders work in partnership to maximise achievement and develop confident, successful citizens.
- **Learning Together:** A culture of collaboration ensures the development of a highly skilled workforce, positively impacting students' life chances.
- **Outstanding Together:** Through tireless and efficient efforts, the Trust strives to achieve and maintain outstanding educational standards across all its schools.

Through our mission, vision and values, Minerva Learning Trust is committed to creating an educational environment where students thrive, staff feel valued, and the wider community benefits from a culture of excellence and collaboration.

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Strategic Plan



The 2025 strategic plan sets out the key objectives and aspirations of Minerva Learning Trust for the future. It is centred around three core pillars—Schools of Choice, Employer of Choice, and Trust of Choice, each underpinned by specific objectives that shape the Trust’s mission and impact.

1. Schools of Choice

- The primary aim is to provide outstanding educational opportunities across all schools within the Trust.
- This will create an environment where pupils are happy, well cared for, and inspired to learn, grow, and achieve success.

2. Employer of Choice

- The Trust is committed to further developing its offer to support and nurture staff.
- By fostering a positive and appreciative working environment, the Trust seeks to ensure that employees feel valued and motivated.

3. Trust of Choice

- The Trust strives to maintain its stability and long-term viability.
- It aims to build a thriving community where schools and local stakeholders collaborate, ensuring a positive impact on the wider education system.

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Governance Structure

4

Members

10

Trustees

81

Governors

Members

Are the guardians of the constitution (Articles of Association) who ensure the charitable objectives are fulfilled. This is an 'eyes on, hands off' role as described in the Department for Education's Governance handbook.

Trustees

Are accountable to the Members, the Secretary of State for Education and the wider community for the quality of education provided to students and for the appropriate expenditure of public money. The Board hold ultimate legal accountabilities for all aspects of operational delivery and are required to have systems to assure themselves of the quality, safety and good practice of the affairs of the Trust. The Board delegates some responsibility for day-to-day management under the Scheme of Delegation.

Local Governing Bodies

Are accountable to the Trust Board, provides a crucial challenge and support role and have some delegated responsibilities in respect of their school. Duties include:

- Plan the strategic direction of the school.
- Holding the Headteacher to account.
- Extra funding e.g. SEND /PP.

The Nolan Principles

In 1994 the Government Committee on Standard in Public Life published 7 principles. These “Nolan principles” are still considered to embody an ethical code expected of all who serve in the Public Sector, be them employees or volunteers. The Trust requires Local Governors to uphold these principles:

Selflessness:

Acting solely in terms of the public interest.

Integrity:

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity:

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability:

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness:

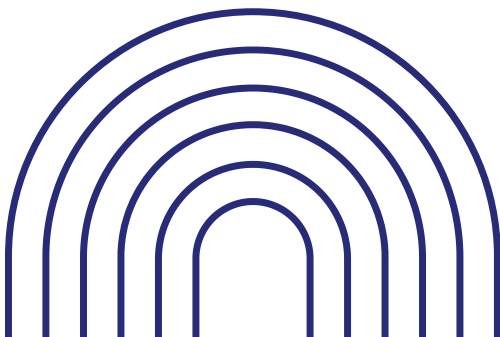
Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty:

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership:

Holders of public office should promote and support these principles by leadership and example.



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Role of the Trustee

The Trust is overseen by a Board of Trustees, currently consisting of up to 12 Trustees. Board members are referred to as both Trustees as the Trust is a charity and as Directors as the Trust is also a company limited by guarantee. 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 the educational performance of the Trust's schools and their students, and the performance management of staff.
- Overseeing the financial performance of the Trust, managing risks and ensuring legal compliance.
- Strategic oversight of the day-to-day management of the Trust.
- Determine the scheme of delegation.
- Implement and approve Trust policies and procedures.

The Trust Board meet four times per year. The Trust Board also consists of sub-committees, including:

- School Improvement (three meetings per year)
- Business Strategy (three meetings per year)
- Risk and Audit Committee (three meetings per year)

The Trust Board determine and recommend the Committee Terms of Reference and review these at the start of each academic year for approval by Members. Each committee meets three times per year, usually online. Each meeting lasts for up to two hours, with pre-reading of papers and documents beforehand required.





Additionally, panels may be required to support the delivery of Trust business with respect to pay matters, staff discipline/grievance hearings, student exclusions and complaints.

Each year, the Trust Board must appoint to the following roles. Further information on this can be found in the Trust Governance and Lead Governor Handbooks:

- Lead Trustee for Safeguarding
- Lead Trustee for SEND
- Lead Trustee for Vulnerable Groups
- Lead Trustee for Careers
- Lead Trustee for Environment and Sustainability

There may be specific projects or issues where the Trust Board wishes to appoint a working group outside of the Committee structure to address specific cross-cutting issues or projects. The terms of reference for each working group will be established at the outset.





Terms of office

The term of office for all Trustees is four years.

A Trustee may serve for a shorter period if circumstances change and mean it is no longer possible to meet the commitments needed, so it becomes necessary to step down. Subject to remaining eligible, any Trustee may be re-appointed or re-elected.

Each Trustee will sign the Trust's Governance Code of Conduct annually. The Members reserve the right to remove any Trustee who does not abide by this Code of Conduct.

Financial commitment

Governance is a voluntary role and is not paid. However, the Trust has a policy for volunteers to reclaim any necessary out-of-pocket expenses such as travel costs as outlined in the policy.

Core requirements

- Over 18 at the time of appointment
- Active interest in education
- Have expertise in education, law, human resources or business/finance
- A commitment to promote equality and diversity
- A commitment to developing personal knowledge and understanding of the role by attending meetings, training, briefings and including mandatory declarations and safeguarding training
- A willingness to support the Trust and our schools in areas of development
- A willingness to be part of any exclusion, disciplinary and complaint panels
- A willingness to lead and contribute to courageous conversations that may involve scrutiny and challenge of senior leaders
- An ability to listen and work collaboratively with others
- A willingness to undertake pre-appointment checks, including the right to work in the UK and DBS checks.
- A willingness to share your details on Companies House
- You should not be bankrupt, disqualified as a company director, involved in any criminal or disciplinary proceedings or disqualified from working with children
- You should not have acted in a way that is inconsistent with the ethos of any school, the Trust or has brought or is likely to bring the school/Trust into disrepute

Expression of Interest

If you are interested in becoming a Trustee for Minerva Learning Trust, please follow these steps:

1. Visit Our Website

- Go to <https://minervalearningtrust.co.uk/work-with-us/volunteers/>

2. Review the Information:

- Carefully read through the details provided on the page to understand the role and responsibilities of a Trustee.

3. Complete the Application Form:

- Fill out the form with your personal details, skills, and experiences that are relevant to the Trustee role.

4. Await Confirmation:

- After submitting your application, you will receive an acknowledgement email. The Trust will review your application and contact you regarding the next steps.

5. Prepare for Further Steps:

- If your initial expression of interest is successful, you may be asked to complete additional forms or attend an interview.

Feel free to contact us if you have any questions or need further assistance with the application process. We look forward to hearing from you!



FAQs

What's in it for me?

Becoming a Trustee is an excellent form of volunteering and can be a really rewarding and stimulating experience. Imagine having a very real part to play in ensuring the children and young people within the Trust get the best possible education and opportunities. Think of the satisfaction of raising standards and achieving improvements for the Trust.

What's the time commitment?

The average time commitment is 10-15 hours per term. This includes 4-6 meetings per year, background reading. The normal term of office is four years, and you would be eligible to be re-appointed. As a volunteer you can resign at any time if your circumstances change.

Is there any kind of payment?

Governance is a voluntary role, so it is not paid. However, you can claim for necessary out of pocket expenses (such as travel costs) incurred as a result of fulfilling your role. Expenses will be paid at the rates outlined in the Trust's Expenses Policy.

Are there any factors that prevent you becoming a Trustee?

Yes, there are some factors such as medical incapacity to carry out the role, bankruptcy, and disqualification from working with children that prevent an individual becoming a Trustee.

If you have questions about your individual circumstances, please email governance@minervalearningtrust.co.uk and we will discuss these further with you.

What training will be given?

To ensure the highest standards of safety and security, all Trustees are required to complete mandatory training in Cyber Security, Keeping Children Safe in Education, Online Safety, Prevent, and Safeguarding within a specified timeframe.

Completing this training is essential for maintaining your position on the board. If the training is not completed within the deadline, you may be temporarily removed from the board until the requirements are fulfilled.





Minerva
Learning Trust

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