



Melrose  
LEARNING TRUST



## Our Schools



**Wynyard**  
Church of England  
Primary School



**Esh**  
Church of England  
Primary School



**St. Mary's Cockerton**  
Church of England  
Primary School



**High Coniscliffe**  
Church of England  
Primary School



**Easington**  
Church of England  
Primary School



**Greatham**  
Church of England  
Primary School



**Prior's Mill**  
Church of England  
Primary School



**Federation  
of Abbey  
Schools**

**Schools currently in the process of joining Melrose Learning Trust:**



**St Hild's College** Church of England Aided Primary School

\*St Joseph's CE Primary (Expected opening 2025)



## Message from the CEO

Welcome to Melrose Learning Trust. Please take the time to look at the information within this brochure to find out more about us, our schools and the principles behind the partnerships we have.

Melrose Learning Trust was established in December 2020 initially with two schools, Wynyard CE Primary and Esh CE Primary. The Trust has since expanded rapidly over the intervening period. Schools within our Trust have very similar values and share the belief that excellence in education is based upon a number of key principles:

- > Ensuring all children are given the opportunities to maximise their potential.
- > Our aim is to provide a curriculum that is flexible, engaging and enjoyable for all. Our belief is that learning is enhanced when teachers are invested/passionate in what they are teaching and progress is more likely to be accelerated when children enjoy the curriculum. We are committed to ensuring both indoor and outdoor learning are strong across the Trust.
- > Staff feel valued, enjoy their working environment and are provided with bespoke professional development that is fundamental to continuing school development.
- > Leadership is strong at all levels.
- > Strong partnerships are the key to success. The Trust offers a comprehensive support and development package to all schools.

I hope this brochure gives you a flavour of what Melrose Learning Trust can offer any schools who are looking to join a multi-academy trust. I would welcome visits to our schools and would be happy to answer any questions you may have.

Please feel free to contact me as follows:

Telephone: 0191 380 50 50

Email: [rward@melroselearningtrust.org.uk](mailto:rward@melroselearningtrust.org.uk)

**Roger Ward**



“

Excellent teaching,  
stimulating curriculums,  
and strong moral values.

## Vision

As a Trust, our aim is for all of our schools to maintain their own unique identity, working together to ensure the educational potential of each child is maximised whilst ensuring their wellbeing is fundamental to everything we do.

Melrose Learning Trust are committed to providing children with high achievement, confidence and enrichment, developed through excellent teaching, stimulating curriculums, and strong moral values.

### Our aspirations as a Trust are:

- > to ensure the physical and spiritual well-being of every member of the school community is maintained and enhanced
- > to create learning environments where children develop a love for learning and learn how to use knowledge wisely
- > to share expertise across a range of settings to enhance professional development of staff
- > to ensure our schools are at the forefront of modern technology and to make the best use of the resources available to us
- > for our schools to be central to the life of their communities

# Joining Melrose Learning Trust

## Benefits to joining the Trust

As a growing trust, we would be open to a discussion with any school or schools interested in joining Melrose Learning Trust. We believe we have a great deal to offer schools who would like to share in a successful, supportive and collaborative educational organisation.



# Our Offer

Melrose Learning Trust have formed a comprehensive offer of services for schools interested in joining our MAT. We have combined the key services, such as HR and finance, with some of the more bespoke elements (e.g. sport and wellbeing support) that we think facilitates high quality, inclusive provision for all children.

Additional services may be procured at a school level or from Melrose Learning Trust at an additional cost.



# Process for Interested Schools



“

The Trust offers a comprehensive support and development package to all schools



“

Our aim is for our schools to provide an outstanding curriculum offer



# Support to Trust Schools

## Leadership

We are committed to developing leadership at all levels. Schools and their leaders who join the trust will benefit from many aspects of leadership development, including:

- > Dedicated support and guidance
- > Challenge
- > Bespoke professional development
- > Career progression
- > Regular network meetings
- > Partnership work
- > Policy development
- > Finance support
- > HR support
- > Cross trust collaboration
- > Governance
- > Pupil Premium Support/Audit

## Financial

The Trust will provide a comprehensive finance package to all schools, including:

- > Sales & Purchase Ledger
- > Monthly Management Accounts
- > Tendering/Quotes
- > School Business Management Support
- > Admin Support
- > MIS Support – finance and admin systems
- > School Budget Setting and support
- > Procurement advice and savings

## Curriculum

Our aim is for our schools to provide an outstanding curriculum offer. As part of the trust, schools receive ongoing support, training and development to ensure the curriculum meets our aspirations. There will be no ‘one size fits all’ approach to curriculum design and delivery in our trust. There will be support to enhance each schools curriculum offer and that will be accompanied by the necessary scrutiny to assess its effectiveness.

Specialist support in:

- > Reading
- > Writing
- > Maths
- > STEM
- > Foundation subject provision
- > Mental Health and Wellbeing
- > Wider curriculum provision
- > Early Years
- > Key Stage 1
- > Key Stage 2
- > Moderation across all key stages
- > Policy
- > Curriculum reviews (including Ofsted preparation)
- > External validation from a school improvement partner
- > SEND support

The vast majority of the above are included in our ‘Trust Offer’ at no additional expense to each individual school.



# Support to Schools External to Trust

As part of the expansion of Melrose Learning Trust, we are very pleased to offer some of our central core services to schools and Multi Academy Trusts external to Melrose.

The success we have had has been rooted in the quality partnerships we form with schools. Building on our established approach to 'connection and collaboration', we would now like to extend this to any school who would like to work with us.

The services we are offering are as follows:

- 1. School Improvement and Performance Support**
- 2. Access to Melrose Learning Trust CPD Programme and Networking**
- 3. Governance Support**

## 1. School Improvement and Performance (SIP) Support

**Cost - £3,950**

### Inclusive of:

- > School Improvement Support
- > Three full day visits (including a baseline assessment) and detailed reports to support school improvement
- > Pre-meeting with HT to form the focus/agenda for each visit
- > Team of at least 2 senior leaders and/or curriculum specialists
- > Ofsted Support
- > Headteacher Performance Management

### Bespoke support from one or more curriculum specialists (up to 3 days):

- > Maths
- > Writing
- > Reading/Early Reading
- > Early Years
- > Computing
- > Geography/History
- > Science
- > Mental Health and Wellbeing
- > PE
- > RE
- > Wider curriculum
- > Curriculum Reviews (including Ofsted Preparation)

Additional support from curriculum specialists can be requested @ £350 per day.



# Support to Schools External to Trust

## 2. Access to our CPD Programme and Networking

Access to Trust CPD programme subject to availability (Trust schools afforded priority to booking).

Cost per delegate - £30 - £100 depending upon course (prices include refreshments and, for full days, lunch).

## 3. Governance

### Clerking Support Cost per meeting - £375

#### Inclusive of:

- > Development of agenda plan for the academic year
- > Board agendas to be finalised at least 2 weeks in advance of the scheduled meeting date
- > Calling Notice and supporting papers for the meeting to be circulated at least 7 days prior to the meeting. In this communication, decide whether it is appropriate to invite questions to the papers circulated in advance of the meeting, allowing time for the CEO or Headteacher to prepare response. These can then be captured in the minutes to further demonstrate challenge (useful where some bodies may be less vocal and challenging in the actual meeting).
- > Pre-meeting with the CEO/Chair (Board) or Headteacher/Chair (Local Governing Body) to run through the agenda and support the Chair in managing the business identified.
- > Attendance register to be signed by all attendees with school website updated.
- > Minutes to be taken at the meeting providing a good summary of the discussion, required actions and resolutions.
- > Action Notes from the meeting (to an agreed format) to be written up and circulated to the CEO/Chair (Board) or Headteacher / Chair (Local Governing Body) within 24 hours of the meeting.
- > Draft minutes of the meeting (to an agreed format) to be written up and circulated to the CEO/Chair (Board or Headteacher / Chair (Local Governing Body) within 7 days of the meeting. Opportunity provided for any required amendments to the minutes as appropriate.
- > Minutes to be circulated to all members of the Board / Local Governing Body following CEO/Chair (Board) or Headteacher / Chair (LGB) "approval".
- > Actions to be tracked and followed up as appropriate. Position statement on the agreed actions to be reported at the next meeting using the Actions Note proforma ... or from actions identified in the minutes and covered under matters arising.

### Strategic Governance

- > Provision of induction training to newly appointed governors.
- > Review of governance arrangements, including the provision of a report and recommended actions

Price: Based upon needs and requirements





# What Next?

If you are interested in discussing any of the services we are offering, please contact the appropriate person at Melrose Learning Trust:

### School Improvement

**Roger Ward** (CEO/School Improvement Lead)  
e: rward@melroselearningtrust.org.uk

### CPD

**Charlotte McCabe** (CPD/School Improvement)  
e: cmccabe@melroselearningtrust.org.uk

### Governance

**Steve Leigh** (COO)  
e: sleigh@melroselearningtrust.org.uk

Alternatively, if you would like to discuss any aspect of the offer, please telephone the central team on **0191 3805050**

## Central Staffing Team Structure

Chief Executive Officer/School Improvement Lead – **Roger Ward**

Chief Operations Officer/Governance – **Steve Leigh**

Chief Finance Officer – **Lisa Hails**

Finance Officer – **Alison McKenzie**

School Improvement – **Charlotte McCabe**

Trust Mental Health and Wellbeing Lead – **Steph Jones**

Trust Sport Lead – **Olly Hotchkiss**

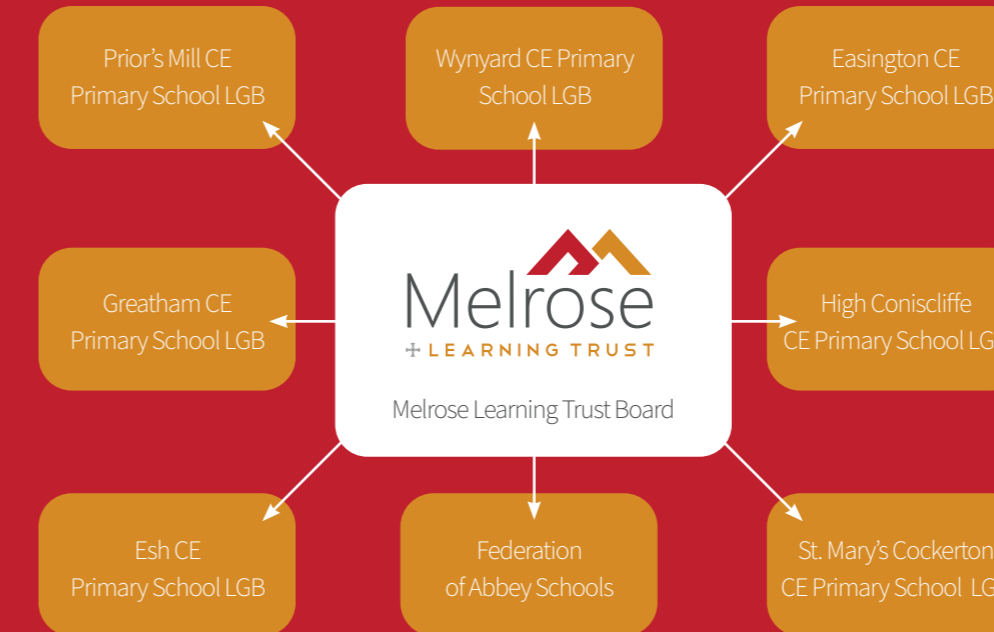
HR and Compliance Manager - **Stacey Tomlinson**



# Governance and Leadership

## Leadership

Melrose Learning Trust will have the following structure:



St Joseph's CE Primary School  
New free school development with expected opening September 2025

## Melrose Learning Trust Board

The Melrose Learning Trust board have overall responsibility for:

- > Holding Trust leaders to account for ensuring all Melrose Learning Trust schools improve to ensure the educational potential of each child is maximised
- > Supporting and challenging head teachers and Local Governance Boards in relation to their delegated roles and responsibilities.
- > Holding the Trust to account in relation to its wider responsibilities, and in particular in relation to school and Trust compliance in relation to statutory and legislative requirements.

In order to ensure this, the Melrose Learning Trust board will play a key role in:

- > Regularly reviewing data for all Trust schools and ensuring swift action is taken in relation to any areas of concern.
- > Overseeing outcomes of recent Ofsted inspections or interim assessments
- > Working with each school to identify and agree risks or priorities for development and monitoring the impact of action taken by school leaders
- > Identifying and agreeing relevant school-to-school support for individual schools and ensuring appropriate support and challenge in order to bring about rapid improvement
- > Working with individual schools with short term challenges or in areas which put them at risk.

Local Governing Boards and Headteachers

- > Headteachers are responsible for providing high-quality leadership for their school.
- > Each school also has a Local Governing Board (LGB) who have delegated responsibilities in relation to monitoring, holding the school to account regarding standards and ongoing school improvement.





# Get in Touch

## Melrose Learning Trust

Suite 3, Alexander House, Whitfield Court, Meadowfield, Durham, DH7 8XL

---

CEO: Mr Roger Ward



0191 380 50 50



[rward@melroselearningtrust.org.uk](mailto:rward@melroselearningtrust.org.uk)

[www.melroselearningtrust.org.uk](http://www.melroselearningtrust.org.uk)

