

Collaboration agreement

**Between**

ALBANY INFANT AND NURSERY SCHOOL

ALBANY JUNIOR SCHOOL

BRAMCOTE C of E PRIMARY

BRAMCOTE HILLS PRIMARY SCHOOL

ESKDALE JUNIOR SCHOOL

ROUND HILL PRIMARY SCHOOL

ST JOHN’s C of E PRIMARY SCHOOL

TROWELL C of E PRIMARY SCHOOL

WADSWORTH FIELDS PRIMARY SCHOOL

MARCH 2017

**The White Hills Park Family collaboration agreement**

Background

The schools involved in this collaboration have worked together as part of Nottinghamshire LA’s “family of schools” model since 2007. The schools are located within the Beeston/Bramcote/Stapleford/Trowell area of Broxtowe, with the infant schools largely feeding partner junior schools; and the junior and primary schools largely feeding to the White Hills Park Federation. The formal collaboration set out in the following sections came into existence in the Spring Term 2017, following a resolution at each school’s Full Governing Body meeting.

Membership

The “Founding Members” of the Collaboration are as follows:

* Albany Infant and Nursery School
* Albany Junior School
* Bramcote CE Primary School
* Bramcote Hills Primary School
* Eskdale Junior School
* Round Hill Primary School
* St John’s CE Primary School
* Trowell CE Primary School
* Wadsworth Fields Primary School

The Collaboration may accept new members, as set out in the Remit section below.

Purpose

The purpose of the collaboration is to improve outcomes for the children and young people in the constituent schools. This purpose will be carried out through activities set out elsewhere in the agreement, including but not limited to, the Collaboration Aims below.

In addition, any governing body can, if needed, support with managing school complaints or staff hearing/appeal processes, in the event of any school being unable to provide an impartial panel of governors.

Collaboration Aims

This collaboration aims to:

Improve standards in teaching and learning by:

1. creating further opportunities to work with other schools, to broaden outlooks whilst learning and gaining

2. improving teaching and learning through shared expertise and resources

3. up-skilling classroom teachers in areas of identified need

4. ensuring classroom teaching is consistently good or better

5. enabling staff teams to network, plan and share good practice

6. providing pupils with a range of enrichment opportunities including – but not limited to - sport, art and music that develop interests and aptitudes

7. ensuring provision for disadvantaged pupils is effective and achievement improves

8. enabling schools to work together to develop ways in which to support staff well-being and improve work life balance

Improve leadership and governance by:

9. developing strong leadership and management systems and good quality practice for those with senior and middle leader responsibilities

10. providing opportunities for school leaders to monitor judgements across schools with subsequent priorities identified for improving standards

11. developing opportunities for governors to work together and share good practice

12. creating a clear leadership structure for collaboration

Governance of the collaboration

A steering group of the collaboration’s schools’ Chairs of Governors and Headteachers will oversee the collaboration agreement and the work undertaken under the terms of the collaboration agreement. The steering group has no decision-making powers, save those set out below in the Remit/Decision-making section. All other decision making is retained locally by each school.

Remit of the steering group and decision-making

* To consider requests from other schools to join the collaboration
* To agree the regularity of and schedule of meeting dates and venues for the steering group
* To undertake a termly review of progress against the Aims and Purpose/agreed success criteria of the collaboration
* To undertake an annual review of the effectiveness of the governance arrangements
* To agree a communication strategy between the steering group and individual governing bodies to ensure consistency of messages to/communication with each school’s stakeholder groups (pupils/parent/staff etc.)
* To issue press statements (only concerning matters material to the collaboration) – to be delegated to the Chair of steering group between meetings

Membership

The Chair of Governors and the Headteacher of each school in the collaboration is automatically a member of the steering group. If a Chair is unable to attend a meeting, s/he may nominate a deputy from within their governing body, this will usually be the Vice-Chair. If a Headteacher is unable to attend a meeting s/he may nominate a deputy from within their leadership team.

The steering group may co-opt other individuals on to the steering group to support its effective functioning. Observers from participating schools’ governing bodies or leadership teams will be welcome to attend meetings; this should be arranged in advance through a request to the Chair.

Membership of the steering group automatically ceases should the school leave the collaboration.

Meetings of the steering group

The steering group will meet at least once per term. Dates and location should be agreed at least one term in advance. A rota for hosting the meeting should be agreed.

The steering group will elect a chair annually, to serve a term of one year. Re-election for a further one-year term of is possible. No chair should serve more than two consecutive terms.

The steering group will also elect a Vice-Chair annually, to serve a term of one-year. The Vice-Chair must be from a different school than the Chair. The Vice-Chair role is, in-part, intended to be a succession planning mechanism, with the usual expectation being that the Vice-Chair will at the end of the Chair’s term be prepared to take on the Chair, subject to the above election procedure.

Quoracy and Voting Powers

A meeting is regarded as quorate provided at least half of the schools in the collaboration have at least one representative present. Should any item require a vote then each full member of the steering group (i.e. not observers) has an equal, single vote. In the event of a tied vote, the Chair will exercise a casting vote.

Meetings/Secretariat

Meetings of the steering group will have an “open” agenda, i.e. any member can request an item be included on the agenda, providing sufficient notice (of two weeks before the meeting) is provided to the Chair.

Arrangements for minuting each meeting will be the responsibility of the host school unless or until the Collaboration agrees a different mechanism.

The draft minutes should be sent to the Chair of the steering group within one week of the meeting. Within one further week, the Chair should circulate the minutes as “unapproved”. This version can and should be shared with all governors of each school, on a restricted circulation basis. The minutes will be “approved” or “approved with amendments” at the next meeting and should then be made openly available [on each school’s website?].

Unless otherwise agreed, it will be assumed that all finalised minutes will be made available. Confidential Items will be identified and agreed as such at each meeting.

Finance

The steering group has no delegated budget and no authority to commit or spend individual schools’ resources. However, it may make non-binding recommendations to schools, for decision-making locally, as per their delegated budget arrangements.

Review

These governance arrangements will be reviewed annually as an agenda item at the summer term meeting. The review should include feedback from each school’s full governing body and could be preceded by a self-evaluation of effectiveness, in a format to be determined by the Chair, and advised/supported by members of the steering group.

Dissolution of Collaboration

The Collaboration will be deemed to be dissolved if, upon the recommendation of the Steering Group, there is no longer a benefit to any of the Schools. The final decision to withdraw from the Collaboration will be made by any School on an individual basis.

Where any of the schools wishes to withdraw from the Collaboration, the Governing Body must provide a minimum of three months’ notice to the Steering Group. Arrangements will then be put in place to end the Collaboration agreement.

The following occurrences will trigger a review by the Steering Group:

* Monitoring and evaluation evidence from either school indicates that the Collaboration is not of benefit to the pupils
* Substantial evidence-based concerns from staff, parents or governors judged by the HTs and Chairs of the Governing Bodies/Chair of the Steering Group to be significant enough to warrant a review
* Significant absences or turnover of staff in any school which may impact on the effectiveness of the Agreement
* Any other grounds deemed significant by the schools to justify whether the Steering Group should consider whether dissolution is appropriate.

Where other temporary contractual arrangements have been put in place for other staff as a result of the Agreement they will also return to their substantive roles and salary safeguarding will not apply in any case.

In the event that the collaboration is dissolved, a review will be undertaken by governors of the schools to ensure that staffing and management structures match the future needs of each school.

If the Collaboration is dissolved, any outstanding monies or credits owing will be reconciled between the Parties and signed off by the Steering Group.

We hereby agree to the above Collaboration Agreement

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| **School** | **Name of Chair / Signature** | **Date** |
| Albany Infant & Nursery |  |  |
| Albany Junior |  |  |
| Bramcote CE Primary |  |  |
| Bramcote Hills Primary |  |  |
| Eskdale Junior |  |  |
| Round Hill Primary |  |  |
| St John’s CE Primary |  |  |
| Trowell CE Primary |  |  |
| Wadsworth Fields Primary |  |  |