



Terms of Reference

Partnership Membership

Our agreement is one of an informal partnership based approach where collaborative working is seen as fundamental to developing sustainable, effective and efficient working relationships that will underpin school improvement.

Each school has its own Governing Body. Whilst partnership schools can make joint recommendation to support school improvement, it is only the Headteacher & Governing Body of each individual school that is able to authorise any such recommendation being put into practice.

If a school chooses to leave the Partnership, then they must do so with the notice of one term.

Changes in school leadership will not affect their membership within the group.

The Partnership consists of 11 Primary schools. The schools within the partnership are:

1. Chipping Ongar Primary
2. Coopersale and Theydon Garnon C.E. Primary
3. Epping Primary
4. High Ongar Primary
5. Matching Green C.E. Primary
6. Moreton C.E. Primary
7. Ongar Primary
8. St Andrew's C.E. Primary
9. Upshire Primary Foundation School
10. Leverton Primary School

The Partnership consists of 2 Associated Secondary school:

1. Epping St John's
2. The Ongar Academy

The Management Group consists of:

1. The Chair of the Partnership: Mrs Katie Henson (Headteacher at St. Andrew's C.E. Primary)
2. The Co-Vice Chair of the Partnership: Mrs Nikki Batt (Headteacher at Moreton C.E. Primary)
3. The Co-Vice Chair of the Partnership: Mrs Tracy O'Donnell (Headteacher at Epping Primary)

The positions of the Management Group will be reviewed annually, or before if there is a change in personnel or there is a vote of 'no confidence'. As an informal partnership, we recognise the additional workload that comes to our headteachers who sit on the Management Group. To share this workload, we encourage new management changes. This also ensures appropriate succession planning.

Objectives for School Led Improvement

- To share practice and capacity to accelerate individual school improvements
- Enable schools to access the support they need to own and develop their own future
- To hold schools within the partnership to account in mutually reinforcing ways

Principles

- To use combined skill, expertise, knowledge and experience to drive forward school improvement and raise standards and outcomes for pupils
- To respect each school's individual ethos, culture, values and identity.
- To share best practice and key strengths both within and beyond the group as appropriate to help facilitate support, development and improvement.
- To support and facilitate improvement through rigorous and professional challenge
- To work collaboratively so that the partnership can develop consistently effective and highly effective practitioners.
- To reflect upon professional development and training opportunities and make these available to all partnership staff where appropriate and as required.
- To challenge under performance in a supportive and non-judgmental way
- Celebrate individual school success and partnership successes.
- Respond to national and local initiatives

Responsibilities

Each Headteacher will:

- Commit to prioritise & attend meetings. Arrange for the Deputy or a Senior Leader to attend if they are unable to.
- Read necessary documentation and paperwork prior to meetings
- Respond promptly to email communications
- Ensure that minutes and any 'Actions' are acted upon and disseminated to their Governing Body, SLT, school staff and any other relevant body as required.
- Agree to share expertise, knowledge, skill and experience with the group
- Agree to ensure appropriate participation within the Partnership in peer reviews & data sharing
- Contribute positively towards the Partnership and its collaborative spirit, adhering to confidentiality and mutual respect for individual school's procedures/protocols.
- Ensure that any projects that their school agrees to are seen through to completion
- Be available for consultation between meetings to ensure the efficient attention to the business function of the group
- Organise and share opportunities for Professional Development and training as appropriate
- Give due diligence to all statutory responsibilities and policy, with specific attention to Safeguarding
- Ensure any staff attending workshop sessions/training will take a full and active part
- Encourage & support the attendance & participation of their school's staff at Hub meetings
- Provide information on their School website, regarding the Partnership and membership schools.
- Encourage and welcome other headteachers within the partnership, to visit their school.

Headteacher Meetings

- Meetings will take place half termly
- Extraordinary meetings will be called in addition if thought relevant and necessary
- Meeting dates, their venue and time will be agreed in principle at the start of each academic year
- Agreement as to other persons attending meetings will be agreed by the Chair/Vice Chair prior to the meeting
- Meetings will be considered quorate if there is representation from 5 schools
- The Management Group reserves the right to discontinue your school's membership of the Partnership if you do not attend at least 3 meetings per annum, unless there are extenuating

circumstances. Additionally, where a school does not routinely participate in at least some Partnership events, the Management Group reserves the right to discontinue membership.

Hub Meetings

- Meetings will take place at least termly
- Head teachers will set meeting dates, their venue and times, agreed in principle at the start of each academic year. The Partnership Chair, will share dates with all headteachers to disseminate to staff.

The Partnership will:

- Create a Development Plan with relevant and appropriate 'Actions' that is reviewed at least termly.
- Undertake activities such as: peer review, moderation and sharing of data
- Benchmark individual school performance against local and national measures
- Be inclusive and equal in opportunity for all children, families and staff
- Liaise and work with stakeholders and agencies that are able to support improvement, development and outcomes
- Collaborate and support the mental health and wellbeing of all staff and pupils across the partnership, being respectful of individual school's procedures in place.
- Be cost effective in the management and sharing of resources, training and development and ensure best value
- Work together professionally, confidentially and honestly so that a trusting collaboration is achieved and maintained
- Share information and resources according to individual school capacity.
- Facilitate the release of staff for training and development, the attendance at meetings and to action and support improvement
- All staff across the Partnership schools will respect confidentiality and follow their individual schools, Codes of Conduct policy and GDPR guidance.

Budget

- The account, will be held at St. Andrew's School. Decisions made upon its expenditure, meet the actions identified in the Partnership Development Plan and are based upon the majority view of the Partnership.
- Budgetary decisions over the value of £1000 will be reached by a majority view decision of the Partnership Headteachers.
- Expenditure up to the value of £1000 may be authorised by members of the Management Group and reported at the next Headteachers meeting.

Signed Mr A Lorkins (Head Teacher)

Dated 3.9.26