

Non-Negotiables

If Headteachers are unable to attend a meeting their Deputy, or a member of their Senior Leadership Team, should be sent in their absence. Where three incidences of non-attendance occur in one academic year, the school concerned will be visited by the Chair and Vice-Chair.

Exit strategy: period of notice to withdraw from the partnership is two terms.

Monitoring, Review and Reporting

The Strategic Plan will be reviewed annually.

The impact of the partnership work will be evidenced through the success criteria on the Strategic Plan.

Each school will publish the partnership work on their school website. Reference to the partnership work will also be shared with Governors.

Date and signed by all parties

| | |
|--------|--------|
| Signed | School |
| Name | Date |

This Memorandum of Understanding will be renewed in January 2018.

Revision 19 January 2017.

Enfield Town Schools' Partnership

Memorandum of Understanding 01.17

Mission Statement

Enfield Town Schools' Partnership is an exciting alliance of richly diverse, local schools who collaborate together to develop excellent teaching and learning opportunities for their pupils.

This partnership agreement is between:

Bush Hill Park Primary, Carterhatch Infants, Carterhatch Juniors, Chase Side Primary, Forty Hill CE Primary, George Spicer Primary, Lavender Primary, St. Andrew's CE (Enfield) Primary, St. George's RC Primary, St. John's CE Primary, St. Michael's CE Primary, Suffolks Primary, Worcesters Primary.

Vision

Working together, stronger together.

Aims

1. Working together to deliver a high quality education for our children.
2. Working together to equip our pupils for life in modern Britain.
3. Stronger together by sharing our skills, expertise and capacity.
4. Stronger together to provide value for money.

Priorities

1. To improve opportunities for disadvantaged pupils and 'more-able' disadvantaged pupils.
2. To develop a positive school engagement with the community.
3. To investigate ways of reducing outgoings and increasing income.

1. Operational Arrangements and Formal Management Structure

A Chair and Vice-Chair have been appointed with overall power of authority during their term of office. The posts will be rotational and operate for six months each. The Vice-Chair will progress to Chair after six months for continuity. Positions will rotate on 1st February and 1st July each year.

ETSP will hold a seminar day every January to agree budgets and review the Strategic Plan.

The partnership Heads will normally meet once in each school half-term (ie. six times a year). These meetings will take place at a time and place agreed by the Chair and Vice-Chair. Proposals affecting partnership schools can only be made by a meeting at which a quorum of six (half) partnership schools are present. Any schools absent will have the opportunity to approve or decline support for a proposal within 14 days of receipt.

A Strategic Plan for 2016-2017 has been agreed.

Agendas, agreed by the Chair, will have a specific focus for each meeting.

2. Financial Arrangements

All partnership schools will be expected to make an annual contribution to the partnership funds in order for it to fulfil its strategic plan for that year. School contributions will be calculated as a 'per pupil' amount based on the school census. For Primary schools this contribution is for pupils from Reception to Year Six. In case of exceptional financial circumstances payment may be deferred following negotiation with the Chair and Vice-Chair. The contribution for 2016-2017 is £5 per pupil.

The partnership budget is designed to cover the costs of any staff employed and expenses relating to planned activities. Schools will be expected to make their own contingencies to meet the cost of staff attending activities taking place during the working day.

Staffing and Employment

A Partnership Co-ordinator has been appointed to the group to write bids, facilitate meetings and training and coordinate cross-partnership projects; a separate job specification and terms and conditions have already been agreed.

The post of Partnership Finance Manager will be rotational and operate for one year. This post will rotate on 1st April each year.

If required, additional admin support from partnership schools' will be provided on a rotational basis.

The future appointment of any cross-partnership staff will be discussed and approved as and when required.

Networks

The Heads will agree to the formation of networks that assist the partnership in the fulfilment of its mission statement and aims. All networks will continue for as long as there is a clear agreed purpose and value to them.

The following groups meet on a regular basis with the aim of improving outcomes for all pupils in the partnership:

| | |
|--------------------------------------|-------------------------------|
| Assessment Leads | Attendance Officers |
| Child Protection Leads | Literacy Leads |
| Modern Foreign Language Leads | Outdoor Learning Leads |
| Parent Support Advisors | PSHE Leads |
| School Business Managers | SENDCo |
| Welfare Assistants | |

Topics might include:

- children's progress and the new curriculum.
- identifying staff training and pupils' learning needs.
- recommended suppliers and how we can support local businesses.
- cross-partnership working.
- pupil transitions projects.

It is recognised that some partnership schools are also members of other educational networks with a range of strategic objectives.