

CONTRACT OF COLLABORATION

A Contract between Trent Vale Infant and Nursery School, Beeston Rylands Junior School and Nottinghamshire County Council (hereafter referred to as the Local Authority - LA).

For the purposes of this contract the term collaboration refers to the management of the two schools by the head teacher of Trent Vale Infant and Nursery School assuming the role of Executive Head Teacher under the terms and conditions laid down below.

This collaboration is being entered into to most efficiently share resources between 2 geographically close small urban schools and to provide an Executive Headteacher across both schools.

1. This collaboration aims to:-

Through collective endeavour

- Improve the outcomes and life chances for all our community
- Promote equality, shared values and shared ethos across the collaboration
- Provide opportunities for children to broaden their life experience and increase aspiration
- Support families to improve the outcomes and life chances for their children
- Ensure quality and rigour in teaching and learning
- Strategically develop all staff and governors across the collaboration
- Create opportunities for financial and management efficiencies
- Create the capacity to sustain ongoing success beyond the time scale of this collaborative agreement

During 2018 our specific aims are to:-

To further develop all layers of leadership throughout the schools and provide clarity to the role of the Executive Headteacher by securing the impact of leadership at all levels to: -

- ensure the schools are in a strong position for future developments by coaching current and aspiring leaders in a climate where excellence is the standard.
- develop leadership at all levels and prioritise retention of good and outstanding leaders.
- ensure middle leaders understand their roles and responsibilities and are held accountable.
- ensure that the schools have a clear progression of understanding for succession planning and is developing capacity to respond to future demands.

To ensure that the progress and attainment of disadvantaged pupils is at least in line with that of non – Disadvantaged Pupils nationally by enabling key leaders and teachers to improve the quality of reading/writing/maths across all areas of the curriculum and for all pupils, so that progress in reading/writing/maths overall and particularly for Disadvantaged Pupils is good.

To further strengthen and improve the quality of teaching across the schools by: -

- Providing whole school(s) and bespoke training and support to teachers and learning support assistants as required.
- To ensure, through rigorous performance management, all teachers are at least meeting career stage expectations.
- Secure excellent teaching through a clear understanding of how children learn and design the curriculum to lead to rich curriculum opportunities and pupil well-being.

These aims will be reviewed annually.

2. Management of Collaboration

2.1 To establish a school collaboration between Trent Vale Infant and Nursery School and Beeston Rylands Junior School by which the two schools are managed by one Executive Headteacher.

- 2.2. The two schools maintain separate identities in the eyes of the LA but the LA will support and respond in ways where their interventions will need to match the work of the collaboration.
- 2.3. The two schools to maintain separate governing bodies but will also set up a Joint Collaboration Committee (JCC). The JCC will solely be responsible for monitoring and reporting on the effectiveness of the collaboration. All other matters for each school will be the responsibility of the existing governing bodies.
- 2.4. The collaboration will operate with the Executive Headteacher deployed across the two schools as appropriate and to include dedicated leadership time. This will be monitored and kept under review by the JCC to ensure equity of provision. Each school will determine the other leadership arrangements and follow on impact of this role, including arrangements for when the Executive Headteacher is not in school.
- 2.5. The JCC will be established comprising of the Executive Headteacher, the Chairs and Vice Chairs of the two Governing Bodies and one governor from each of the separate governing bodies.
- 2.6. Governor Representatives on the JCC will be nominated from the Governing Bodies of each school.
- 2.7. Governors have agreed some flexibility of membership to ensure good communication and participation of members.
- 2.8. A committee comprising of the Executive Headteacher, 2 performance management governors from each school and an external representative (either LA or a serving Head) will be established to carry out Executive Headteacher performance management. One governor from each school will act as appeals governor.

3. Implementation of Collaboration

- 3.1. The two schools agree to enter into the collaboration with effect from 1st September 2016, initially for a period of 1 year after which the governing bodies of either school may activate dissolution of collaboration as outlined in point 6 or continue for an agreed period of time. This has been in place for 2 years and has been extended for four years from 1st September 2018.
- 3.2. The two schools will pay due attention to the contractual rights of all affected employees and will seek professional advice in regards to these matters from their HR Business Partner.
- 3.3. Monitoring of work life balance remains the responsibility of each Governing Body. However Chairs of the two schools will maintain an overview of the Executive Headteacher's work life balance.
- 3.4. Any complaints and concerns about the implementation and impact of the collaboration arrangements will be directed to the Executive Headteacher who will raise the issues with the JCC.

4. Monitoring and Review of the Collaboration

- 4.1. The Joint Collaboration Committee will meet at least termly to review the continuation of the collaboration along with the needs and effectiveness of the collaboration against specific success criteria which will be based on the aims of the collaboration.
- 4.2. The outcomes of any external/internal reviews regarding the collaboration (parents, staff, questionnaires, LA etc.) will be reported to the JCC who will then report back to the two governing bodies individually.
- 4.3. Common Appraisal targets for the Executive Headteacher will be reported to the JCC.

5. Financial Operation

- 5.1 The JCC will agree to the appointment of the Executive Headteacher post on a temporary basis to lead the collaboration with the substantive contract for the Executive Headteacher remaining at Trent Vale Infant and Nursery School. It will have responsibility for agreeing the appropriate salary level for the Executive Headteacher during the collaboration for the time of the secondment in line with the schools Pay Policy. It will determine the Executive Headteacher salary range (IPR) and confirm the purpose, dates and reason for the appointment in writing to the Executive Headteacher. It will also set out the dates on which the appointment may be reviewed on an interim basis and the contract will include a clause for the early termination of the contract should that be decided. The post will not be subject to salary safeguarding arrangements as set out in the School Teachers Pay and Conditions Document (STPCD).
- 5.2 Each school will make arrangements in conjunction with their School Office Manager for the calculation and transfer of the proportionate employment costs of the Executive Headteacher. The cost of the Executive Headteacher will be apportioned 50% to both schools. The costs and any savings from the collaboration will be managed within existing school budgets.
- 5.3 In conjunction with the governing bodies of the partner schools the JCC will also set out the consequent “acting up” arrangements for other leadership, teaching and support staff roles as appropriate. All such arrangements will be made in line with the school Pay, Appraisal Policy, the STPCD, the conditions of service for Support staff and advice from the Local Authority. All contracts will be temporary and contain termination clauses for the early termination of the Agreement.
- 5.4 Due to the unequal split of the roles of Heads of School Beeston Rylands Junior School will pay Trent Vale Infant and Nursery school the cost of one day a week supply teacher cover. This is towards cover for the Co-Heads of School at Trent Vale Infant and Nursery School.

6. Dissolution of Collaboration

- 6.1 The collaboration will be deemed to be dissolved if, upon the recommendation of the JCC, there is no longer a benefit to either of the two schools. The final decision to withdraw from the collaboration will be made by the two schools on an individual basis. Where any partner wishes to withdraw from the collaboration the governing body must provide a minimum of two full terms notice to the JCC. Contractual arrangements will then be put in place to end the Collaboration agreement.
- 6.2 The following occurrences will trigger a review by the JCC
- The aims and purposes of the collaboration are met
 - The aims and purposes of the collaboration are not being met
 - Monitoring and evaluation evidence from either school indicating that the collaboration is not of benefit to the pupils
 - Substantial evidence-based concerns from staff, parents or governors judged by the Executive Headteacher and Chairs of the Governing Bodies to be significant enough to warrant a review
 - Long term sickness of Executive Headteacher or other significant absences or turnover of staff in either school which may impact on the effectiveness of the agreement
 - Resignation or dismissal of the Executive Headteacher

This list is not exhaustive but gives examples of occurrences which may lead the JCC to consider whether dissolution is appropriate.

- 6.3 On the dissolution of the collaboration the Executive Headteacher will return to previous substantive post at original school. 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.

- 6.4 Should the collaboration dissolve, a review will be undertaken by governors of the two schools to ensure that staffing and management structures match the future needs of each institution.
- 6.5 In the case of the collaboration being dissolved, any outstanding monies or credits owing will be reconciled between the schools and signed off by the JCC.

7. Alterations to the Agreement

- 7.1 Any alterations to this agreement, inclusions, deletions or additions must first be agreed by the JCC and then presented to the two governing bodies.

We hereby agree to the above Contact of Collaboration

..... Signed by the Chair of Governors of Trent Vale Infant and Nursery School

..... Date

..... Signed by the Chair of Governors of Beeston Rylands Junior School

..... Date

..... Signed by Nottinghamshire LA

..... Date