

## Terms of Reference Strategic Board 2018-19

*Leading Learning, Inspiring Achievement*

### Context

The Strategic Board was established in July 2013 to direct the work of Leading Learning Forward TSA. The focus of the Board is defined in the Memorandum of Understanding (July 2018) and in the TSA's Strategic Plan (July 2018) and Action Plan (July 2018), for which the Board is accountable.

### Purpose

**Leading Learning Forward** Teaching School Alliance (LLF TSA), under the leadership of St Hugh's National Teaching School, will work in partnership with The Humber Teaching School and other key strategic partners to deliver significant improvements in teaching, learning, leadership and governance across schools, colleges and academies in North Lincolnshire and beyond. LLF TSA, in partnership with The Humber Teaching School and other key strategic partners, will impact positively on the school improvement priorities of partner and associated schools, colleges and academies, by providing inspirational leadership and support for:

- **Initial Teaching Training (ITT):** the recruitment, induction, training, assessment & employment of trainees seeking to enter the teaching profession;
- **Professional Learning (PL):** the planning, co-ordination, delivery, assessment and evaluation of continuing professional development for teachers, teaching assistants, school staff, leaders and governors;
- **Professional Support (PS):** the planning, negotiation, commissioning, coordination, development and evaluation of school-to-school support for teachers, teaching assistants, school staff, leaders and governors by system leaders: *Specialist Leaders of Education (SLE), Local Leaders of Education (LLE), National Leaders of Education (NLE) and National Leaders of Governance (NLG).*

### Scope & Jurisdiction

The Strategic Board will focus on defining and achieving the vision in relation to the Big 3 priorities for the Teaching School Alliance according to these terms of reference and the requirements of the TSA's strategic and operational plans, as determined by the Department for Education (DfE). The Board will monitor the progress made by Alliance Partners and the Action Groups.

## Objectives

To deliver the aims of the Teaching School Alliance, the Strategic Board will plan, review and evaluate the quality of:

- Leadership and delivery of professional learning and development
- Education and engagement of teachers, support staff and leaders
- Achievement of levels of progress and attainment
- Delivery of inspirational and sustainable training and support

## Principles & Standards

The Strategic Board will:

- be outward facing, with honesty, trust and a shared moral purpose to get the best possible outcomes for all of our children and young people;
- recognise, aspire to, celebrate and achieve excellence for all of its members;
- be self-improving, focused on improving outcomes for all stakeholders and achieving excellent value;
- be committed to working effectively that has the most impact on classroom practice and progress of students;
- create a local, regional and national model of excellence which is innovative and impacts positively on educational landscape;
- be rigorously focused on quality assurance standards and progress.

## Membership

The Strategic Board for 2018-19 will consist of one or more representatives from each of the following partner organisations:

Bishop Grosseteste University (1)	Bushfield Road Infant School (1)	Humber Teaching School (1)	Huntcliff School (1)
Hull University (1)	North Lincolnshire Council (2)	Oakfield Primary School (1)	St Hugh's National Teaching School (2)
St Luke's Primary School (1)	The Axholme Academy (1)	The Humber Teaching School (1)	The St Lawrence Academy (1)

The Strategic Board will meet in December, April and July during 2018-19. Quorum for meetings of the Strategic Board will be when representatives from three of the partner organisations are present. The meetings will be supported by staff from St Hugh's and the TSA office.

## **Role & Responsibilities of the Chairperson**

The Chairperson will ensure that the business of meetings is conducted efficiently so that meetings run on time, decisions are made as required and the importance of relevant information is considered. The leader will take an impartial business view of proceedings and facilitate appropriate discussion by members on agenda items. The leader will ensure that strategic and operational planning is robust, timely and delivered, and that monitoring activity informs on-going evaluation. The Chairperson will be the Headteacher of the Teaching School and will be confirmed annually.

## **Secretariat**

This role will be undertaken by a member of the Teaching School staff. Papers will be circulated by e-mail at least one week in advance of meetings and will be treated as confidential. Minutes will be circulated within one week after each meeting. All communications outside of meetings will be conducted by e-mail or telephone.

## **Deliverables**

The specific outputs required of the Board include:

- Minutes of meetings;
- An annual action plan outlining key development points in relation to each of the Big 6 priorities;
- An annual progress report on behalf of the Alliance Partnership;
- Communications to stakeholders on key issues, concerns and recommendations.

## **Accountability and Governance**

The Strategic Board will oversee the work of the Teaching School Alliance. Individual partners will be responsible for the accountability and governance arrangements of their own organisations.

## **Resources and Budget**

The Strategic Board will not hold a budget. Venue costs for meetings will be met by the TSA. Staffing costs for attending meetings will be met by each organisation.

## Key Performance Indicators

The Strategic Board will monitor and review progress, at least once a term, in relation to the following KPIs, which have been developed by the Teaching Schools Council:

### What is expected of teaching schools?

In order to ensure a self-improving, school-led system, teaching schools are required to operate by the following principles:

Effective Delivery	Each teaching school alliance effectively delivers across all three areas of core activity: ITT; CPD & leadership development (CPLD); school-to-school support. KPIs set out the minimum requirements for a teaching school alliance to achieve.
Accountability	In order to ensure credibility and high impact of all teaching schools, they must adhere to requirements set by NCTL and co-operate with necessary reporting processes.
System leadership and engagement	Teaching schools build an effective alliance of schools, and work strategically with other schools and providers within their regional and sub-regional networks to ensure every school can engage in school-led improvement.
Continuous Improvement	Each teaching school is required to pursue continuous improvement supported by the peer review process in order to develop and achieve/sustain maturity of provision.

Delivery area	TSA <sup>1</sup> Key Performance Indicator
School-led Initial teacher training (ITT)	1.1. <u>At least 15</u> teachers trained <sup>2</sup> per year 1.2. Percentage of trainee teachers who have secured a teaching post within 6 months is at or above national averages <sup>3</sup>
Continuing Professional Development and Leadership Development (CPLD)	2.1. <u>At least 50 evidence based</u> CPLD <sup>4</sup> days delivered per academic year 2.2. At least 90% of participants believe <sup>5</sup> that the CPLD activity they attended has or will help improve practice in their school and agree that the benefits of the CPD activity outweighed any short term impact on workload
School to school support (StSS)	3.1. Provide at least 30 days of deployment <sup>6</sup> per academic year, to schools identified as in need of support <sup>7</sup> 3.2. <u>At least 90%</u> of support provided is rated as good or better by the supported school.

## Meeting Dates 2018-19

- Thursday 6 December 2018
- Wednesday 20 March 2019
- Tuesday 9 July 2019

## Meeting Agendas 2018-19

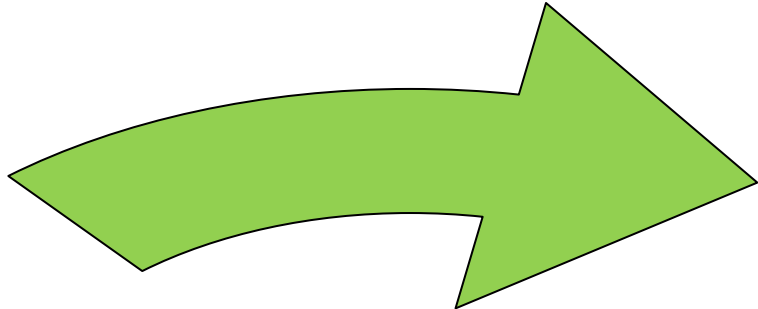
- **Autumn:** Minutes of Last Meeting, Terms of Reference, Partnership Report, Grants, Membership & Designations, Finance Report, Action Group Report, Progress v KPIs, Strategic Priorities, Agreed Action Points, Agenda for Next Meeting
- **Spring:** Minutes of Last Meeting, Grants, Membership & Designations, Finance Report, Action Group Report, National, Regional and Local News and Priorities, Progress v KPIs, Agreed Action Points, Agenda for Next Meeting
- **Summer:** Minutes of Last Meeting, Grants, Membership & Designations, Policies & Protocols Review, Finance Report, Action Group Reports, Progress v KPIs, Strategic Plan, Agreed Action Points, Agenda for Next Meeting

## Meeting Outcomes 2018-19

- **Autumn:** Membership reviewed, Partnership, Finance & Action Group reports received, Progress reviewed, Strategic Priorities agreed
- **Spring:** Membership reviewed, Partnership, Finance & Action Group reports received, Progress reviewed, Strategic Plans agreed
- **Summer:** Membership reviewed, Partnership, Finance & Action Group reports received, Progress reviewed, Strategic Plans approved

## Reference Documents

- LLF TSA Memorandum of Understanding
- LLF TSA Strategic Plan 2018-20
- LLF TSA Action Plan 2018-19
- LLF TSA Policies, Processes & Protocols
- LLF TSA Meeting Schedule & Calendar
- LLF TSA Annual Partnership Report
- TSC Key Performance Indicators (KPIs)



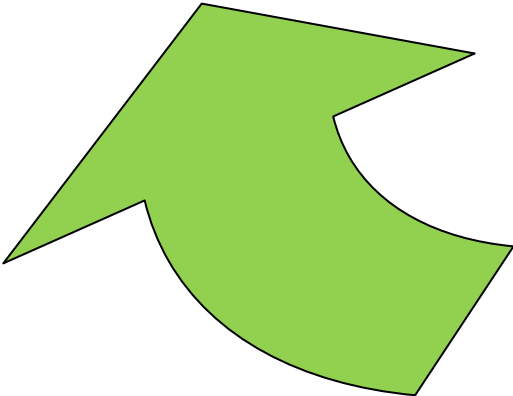
**Alliance Partnership Group**

**September:** Annual Meeting, Partnership Report 2017-18, TSA Plans for 2018-19, Membership of Planning Action Group, Agreed Priorities & Actions for 2018-19

**Planning Action Group (Big 3)**

**Main Focus**  
**October:** Initial Teacher Training  
**February:** Professional Learning  
**May:** Professional Support

Leading Learning Forward TSA  
Improvement Planning &  
Evaluation Process 2018-19



**Strategic Board**

**December:** LLF TSA Strategic Priorities, TSC/DfE News, Progress Reports  
**March:** LLF Future Plans, TSC/DfE News, Progress Reports & Review  
**July:** LLF TSA Strategic Plan, TSC/DfE News, Progress Reports & Review

