

## THE LEICESTERSHIRE EDUCATION EXCELLENCE PARTNERSHIP (LEEP)

### TERMS OF REFERENCE FOR THE STRATEGIC GROUP: AGREED

#### 1. Core purpose of the Partnership

- 1.1 The Leicestershire Education Excellence Partnership (LEEP) is a partnership between the local authority, all 'schools'<sup>1</sup> and other providers with major responsibility and accountability for the quality of education and learning outcomes for children and young people in Leicestershire.
- 1.2 The Partnership aims to support a distributed, sustainable self-improving education system in a shared, collaborative culture of educational excellence that recognises those in schools and other providers as equal, trusted partners. It intends to build on existing networks, relationships and local partnerships to ensure that no school is isolated and is able to access timely and pre-emptive support.

#### 2. Remit for the Strategic Group

- 2.1 The Strategic Group will be responsible for the direction of the Partnership, monitoring effectiveness, identifying and agreeing priorities and programmes. It will also be responsible for determining further actions where necessary in schools that are being supported. The Chairperson will be elected at the first meeting.

#### 3. Objectives of the Strategic Group

The Group will work to the following objectives:

- i. to improve the standards of education provided to all children and young people in Leicestershire;
- ii. To develop workstreams and projects that bring about improvements and empower all schools to be a part of local strategies;
- iii. to consider the priority areas within the school system and identify and suggest suitable strategies for their resolution;

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<sup>1</sup> All state funded schools and education providers

#### **4. Specific responsibilities of the Strategic Group**

- i. To take responsibilities for the success of projects and activities which are commissioned by LEEP;
- ii. To support the local authority in assuring the performance of the education provision including key strategic risks, elevating them to Children and Families Overview and Scrutiny Committee or other appropriate bodies as necessary;
- iii. To contribute to and coordinate the necessary communication activities required to further develop and implement LEEP within Leicestershire;
- iv. To consider, support and make recommendations as appropriate for the development of LEEP;
- v. Support and engage with Ofsted inspections of local authority arrangements for securing school improvement;

#### **5. Responsibilities of Group Members**

Each member of the Strategic Group will:

- i. comply at all times with the objectives of the Terms of Reference;
- ii. ensure that advice/support is given in a timely and accurate manner, and in keeping with each representative's capacity and scope of responsibilities;
- iii. ensuring that the confidentiality of identified items is maintained at all times;
- iv. ensuring effective communications from the LEEP meetings to schools/networks as appropriate
- v. take a lead role for specific tasks/providing support where capacity is available and agreed by the Group.

#### **6. Membership;**

- Lead Member for Education, Leicestershire County Council
- Director, CYPS, Leicestershire County Council
- Assistant Director, Education & Learning, Leicestershire County Council
- Appropriate Heads of Strategy and other officers of CYPS, Leicestershire County Council where necessary
- All Teaching Schools
- Representative of Leicestershire Primary Heads Association
- Representative of Leicestershire Secondary Heads Association
- Representative of Leicestershire Special School Heads Association
- School Governor representative,

- Representative of the Anglican Diocesan Board
  - Representative of the Roman Catholic Diocesan Board
- Associate stakeholders invited to attend as necessary:

- Initial Teacher Training Professional Representatives of De Montfort, Leicester and Loughborough Universities
- The Regional Director of Ofsted
- Representative of DfE
- Representative of Professional Associations
- Representative of the National College
- Local Safeguarding Children's Board (LSCB)

## **7. Reporting arrangements of LEEP**

The Strategic Group will provide the Overview and Scrutiny Committee an annual report to evaluate the performance and impact of LEEP ensuring it is meeting the council's statutory duties to secure school improvement. The Group will share with the school community analysis and evaluation of the school systems performance.

## **8. Frequency and Timing of Meetings**

- 8.1 The Group shall ensure that it meets at least once a term; however extraordinary meetings may be called where necessary.
- 8.2 The agenda will be circulated in advance of any meeting. Authors of reports or those required to provide data/information will be expected to do so to meet the above timescales. Minutes will be circulated as soon as practicable following the meeting.

## **9. Decision Making**

- 9.1 The Strategic Group will discuss together as equal trusted partners, key strategic decisions and actions.
- 9.2 At all times, a consensual approach will be sought. Where the application of the LEEP budget which is provided by the local authority, the authority through its representatives reserves the right to make a final decision on how these monies are spent.
- 9.3 The spending of any future monies which are secured through grants and bids by LEEP will be determined within the strategic group, following a democratic process. If a disagreement arises on how these monies are spent, a decision will be taken by the Chairperson.

**10. Communications**

- 10.1 It shall be the responsibility of individual members to communicate decisions progress and outcomes of the Strategic Group to their respective organisation, but respecting the need for any confidentiality or embargoes that might be stated.

**11. Review of the Strategic Groups functions**

- 11.1 At a regular interval and no more than annually, the representatives shall:
- review the Terms of Reference;
  - discuss whether the Strategic Group has operated effectively to fulfil these aims over the preceding period;
  - discuss whether any amendments are required to the workings of the Strategic Group, including the groups disbandment.

**12. Data sharing agreement**

- 12.1 Please see the LEEP data sharing agreement, which member of the Strategic Group will abide by at all times

**13. Confidentiality**

- 13.1 Individual schools and representatives should observe complete confidentiality in all matters discussed especially regarding staff and pupils
- 13.2 Members should exercise the highest degree of caution when involved in sensitive issues arising outside of the network which may have an impact on the organisation or its members.

**14. Conduct**

- 14.1 Members should declare a personal interest in any item of the agenda before the item is discussed.
- 14.2 Members have the right to request any matters discussed at meetings to be recorded in the minutes subject to confidentiality
- 14.3 All visits to network schools should be within an agreed framework and arranged in advance with the headteacher or designate representative.



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