

# **North Yorkshire County Council**

## **The Learning Trust January 2019**

**Review date January 2020**

*To be agreed at first meeting*

# The Learning Trust and Locality Boards

**Terms of reference – this document will be amended as necessary.**

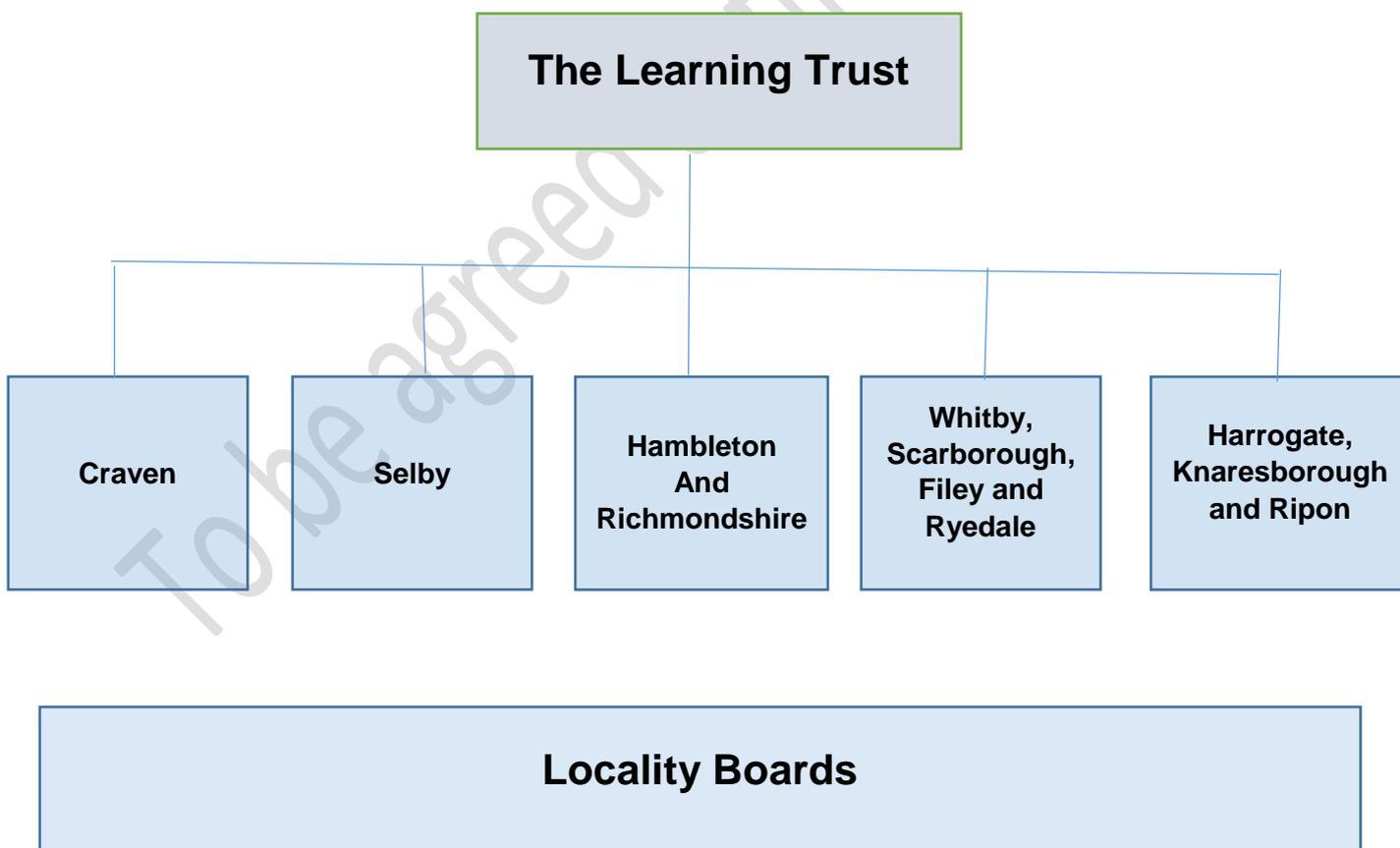
## Introduction

The changing landscape of education provision, and the move towards a self-improving school system, requires new relationships to be developed between schools and between schools, the Local Authority and other key partners.

The education community in North Yorkshire is keen to ensure that children and young people can continue to benefit from a cohesive and collegiate education community in North Yorkshire.

The Learning Trust, will work in partnership to consider strategic issues and developments for the education community in North Yorkshire. The 5 Locality Boards will also undertake the role of monitoring standards across the whole school community in areas across North Yorkshire and ensure the success of the self-improving school system.

This document sets out the terms of reference for the Learning Trust and the Locality Boards. However both the Trust and the Boards, and their remit, will need to continue to evolve as the national reform agenda continues to develop.



## Terms of Reference The Learning Trust

Membership including Strategic Partners:

- A primary and a secondary school Headteacher representative from each of the 5 localities:

Craven

Selby

Hambleton and Richmondshire

Whitby, Scarborough, Filey and Ryedale

Harrogate, Knaresborough and Ripon

- A Headteacher representative from a Special School
- A Headteacher representative from Nursery Schools
- A Headteacher representative of a small school (100 pupils or less)
- 2 representatives from the Early Years / PVI Sector
- A representative from the Post 16 sector
- A Headteacher from a Pupil Referral Unit / Alternative Provision
- Diocesan representatives x 2 (determined by the Catholic and Church of England Diocese).
- A Headteacher representative from a Teaching School Alliance
- The Chair of Schools Forum
- LA representatives x 3 (Assistant Director Education and Skills, Assistant Director Inclusion, Assistant Director Children and Families)
- DfE officer from the Regional Schools Commissioner Office

The Learning Trust will meet 3 times a year.

The Chair of the Trust will be a Headteacher. In the absence of the Chair a Vice-Chair will perform the duties of the Chair. The Vice-Chair will be elected by, and from amongst, the members of the Trust.

The Membership of the Trust will be considered annually at the meeting in the Summer term in order to reflect the developing school landscape.

Membership of the board will be for a 3 year period with nominations being put forward from the relevant area / groups. If there is the need an election will be held.

Where a member of the board is unable to attend the meeting, he/she may draw to the attention of the Chair, 48 hours in advance, a nominated substitute who is attending from his/her constituency.

If a member is not in attendance for three consecutive meetings, the Chair shall ascertain the reasons and take Chair's action to consult with the relevant constituency regarding a replacement.

## **Purpose**

- To strategically address strengths and development areas which have an impact across the County of North Yorkshire. The priorities will be agreed by the Learning Trust and be reviewed at every meeting.
- To develop and implement strategies, based on agreed priorities, which will improve outcomes for young people across North Yorkshire.
- To involve all School Leaders in the partnership between the Multi- academy trusts, Single Academy Trusts, Teaching Schools, Maintained Schools, The Local Authority, the Diocese and the DfE.
- To be a cohesive force in the ever-changing educational landscape that can operate and support across school structures.
- To share good practice across North Yorkshire.
- To establish relationships with key educational partners such as the Regional Schools Commissioner.
- To identify and act upon opportunities for joint or collaborative working.
- At each meeting representatives from the Locality Boards will feedback developments from their areas.
- To contribute to the strategic planning of provision for vulnerable children and young people, including Children Looked After and those with Special Educational Needs and Disabilities.

Costs of the Learning Trust such as the clerk, venue and refreshment costs will be funded by the Local Authority.

## **Urgent Business**

Should urgent business requiring action be required between meetings, the Chair shall contact all members by email. The Chair may then provide a decision based upon the responses received. This will be fully reported to the next meeting of the Learning Trust.

## Terms of Reference Locality Boards

The 5 Locality Boards are a partnership arrangement which takes collective responsibility for driving improvement for pupils in one of the 5 locality areas:

Selby

Craven

Hambleton and Richmondshire

Whitby, Scarborough, Filey and Ryedale

Harrogate, Knaresborough and Ripon

### Membership

|  |   |
|--|---|
| Selby                                  | <ul style="list-style-type: none"> <li>• 4 Primary Headteachers</li> <li>• 1 / 2 Secondary Headteachers</li> <li>• 1 Headteacher from a small school (under 100 pupils)</li> <li>• 1 Headteacher/CEO of a Multi Academy Trust within the Locality</li> <li>• 1 Early years representative</li> <li>• 1 Headteacher of a PRU / Alternative Provision</li> <li>• 1 Headteacher from a Special School</li> <li>• 1 Headteacher of a Teaching School Alliance or Alliance</li> <li>• 1 Post 16 representative</li> <li>• 5 Local Authority Officers (2 from School Improvement, 2 from Inclusion and 1 from Early Help)</li> </ul>                          |
| Craven                                 | <ul style="list-style-type: none"> <li>• 2/3 primary school HTs</li> <li>• 1 Secondary School HT</li> <li>• 1 Headteacher from a small school (under 100 pupils)</li> <li>• 1 Headteacher/CEO of a Multi Academy Trust within the Locality</li> <li>• 1 Early Years representative, ideally from a private setting</li> <li>• 1 Headteacher of a PRU / Alternative Provision</li> <li>• 1 Headteacher from a Special School</li> <li>• 1 Headteacher of a Teaching School Alliance or Alliance</li> <li>• 1 Post 16 representative</li> <li>• 5 Local Authority Officers (2 from School Improvement, 2 from Inclusion and 1 from Early Help)</li> </ul> |
| Hambleton and Richmondshire            | <ul style="list-style-type: none"> <li>• 5 primary school HTs</li> <li>• 2 Secondary School HTs</li> <li>• 1 Headteacher from a small school (under 100 pupils)</li> <li>• 2 Headteacher/CEO of a Multi Academy Trust within the Locality</li> <li>• 2 Early Years representative, ideally from a private setting</li> <li>• 1 Headteacher of a PRU / Alternative Provision</li> <li>• 1 Headteacher from a Special School</li> <li>• 1 Headteacher of a Teaching School Alliance or Alliance</li> <li>• 1 Post 16 representative</li> <li>• 5 Local Authority Officers (2 from School Improvement, 2 from Inclusion and 1 from Early Help)</li> </ul>  |
| Whitby, Scarborough, Filey and Ryedale | <ul style="list-style-type: none"> <li>• 4 primary school HTs</li> <li>• 2 Secondary School HTs</li> <li>• 1 Headteacher from a small school (under 100 pupils)</li> </ul>  |

|                                    |   |
|------------------------------------|---|
|                                    | <ul style="list-style-type: none"> <li>• 1 Headteacher/CEO of a Multi Academy Trust within the Locality</li> <li>• 1 Early Years representative, ideally from a private setting</li> <li>• 1 Lead from Alternative Provision</li> <li>• 1 Headteacher from a Special School</li> <li>• 1 Headteacher of a Teaching School Alliance or Alliance</li> <li>• 1 school representative with a sixth form</li> <li>• 1 FE/6th Form College/UTC/Coventry University</li> <li>• 1 Post 16 representative</li> <li>• 1 Opportunity Area representative (Short term)</li> <li>• 5 Local Authority Officers (2 from School Improvement, 2 from Inclusion and 1 from Early Help)</li> </ul> |
| Harrogate, Knaresborough and Ripon | <ul style="list-style-type: none"> <li>• 3 primary school HTs</li> <li>• 2 Secondary School HTs</li> <li>• 1 Headteacher from a small school (under 100 pupils)</li> <li>• 2 Headteacher/CEO of a Multi Academy Trust within the Locality</li> <li>• 2 Early Years representative, ideally from a private setting</li> <li>• 1 Headteacher of a PRU / Alternative Provision</li> <li>• 1 Headteacher from a Special School</li> <li>• 1 Headteacher of a Teaching School Alliance or Alliance</li> <li>• 1 Post 16 representative</li> <li>• 5 Local Authority Officers (2 from School Improvement, 2 from Inclusion and 1 from Early Help)</li> </ul>                          |

The Chair of the Locality Board will be a Headteacher. In the absence of the Chair a Vice-Chair will perform the duties of the Chair. The Vice-Chair will be elected by, and from amongst, the members of the board.

Membership of the Board will be considered annually at the meeting in the Summer term in order to reflect the developing school landscape.

Membership of the board will be for a 3 year period with nominations being put forward from the relevant area / groups. If there is the need an election will be held.

Where a member of the board is unable to attend the meeting, he/she may draw to the attention of the Chair, 48 hours in advance, a substitute who is attending from his/her constituency. Representatives on the Board are there for their sector and not school.

If a member is not in attendance for three consecutive meetings, the Chair shall ascertain the reasons and take Chair's action to consult with the relevant constituency regarding a replacement.

The Locality Boards are ambitious for every child and young person and seeks to provide the appropriate support and challenge within a school-led system of school improvement.

### **Purpose of the Locality Boards**

- A rigorous focus on high standards and successful outcomes for all children and young people through the promotion of excellence.
- Reviews the data and evidence about the progress of schools and academies individually and collectively, at all Key Stages, Post 16, all identified groups, Children Looked After, Special Educational Needs and disadvantaged.

- Provide a coordinated approach to key development areas across a locality and commission activity to promote this. Monitor performance in terms of trends across the locality for inclusion, EHE, attendance, exclusion, part time timetables, off rolling and IYFA.
- Determine the overall strategy for school improvement across a locality and promote this to schools to ensure that all children and young people have access to good and outstanding education learning and achievement.
- Commissioned activity from the LA meets need, is of high quality and value for money.
- Identifies priorities for improvements and agrees how to commission support to meet need for priority areas, school improvement and SEND.
- In partnership oversees the use of school improvement resources to ensure it is being used to meet the core priorities.
- Regularly reviews the impact of the work of all partners to support school improvement.
- Collate needs and offers from local schools to enable effective school-to-school support to take place.
- Establish arrangements to regularly inform Principals and Headteachers of CPD available and organise conferences / INSET opportunities to fulfil identified needs through the strategic partners.
- Be a voice that ensures Principals and Headteachers can raise common concerns effectively with all strategic partners.
- Review the mechanism for the appropriate sharing of information, including performance data across MATs, schools, clusters and other strategic partners.
- Share ideas and good practice and to identify areas of further joint working such as joint bids or procurement opportunities that promote efficiency

Costs of the Locality Boards such as the clerk, venue and refreshment costs will be funded by the Local Authority.

The voice of young people, parents and carers needs to be considered throughout.

### **Organisation of Meetings**

- Normally, each Locality Board will meet 6 times per year. Three of the meetings will align with the termly Partnership meetings led by Headteachers and the Director of Children's Services.
- Dates of meetings shall be agreed with the membership annually for at least the next academic year.
- Extra-ordinary meetings of a Locality Board may be called by the Chair or by 40% of its membership.
- Members must declare any interest associated with any item under discussion related directly to the organisation they represent. The Locality Board may, at its discretion and using the test of reasonableness, decide that a member who has declared an interest should leave the room for part of the debate on the matter to which the conflict relates.
- Commissioning of services will take place through each Locality Board.

- Full minutes of Locality Boards meetings will not be taken but decisions and actions points will be taken and recorded by the clerk. The record of actions and any papers for the meeting will be made available to schools in the locality.
- Review the mechanism for the appropriate sharing of information, including performance data across MATs, schools, clusters and other strategic partners.
- Share ideas and good practice and to identify areas of further joint working such as joint bids or procurement opportunities that promote efficiency.
- On a termly basis, 2 nominated representatives from each Locality Board will feed developments into the Learning Trust.

To be agreed at first meeting