

## **WALTHAM FOREST LEARNING PARTNERSHIP**

### **TERMS OF REFERENCE**

#### **Introduction**

In consultation with schools, the Local Authority has created a Learning Partnership. The purpose of the Learning Partnership will be:

- To provide strategic guidance to the Council
- To support Council decision making and enhance educational outcomes across Waltham Forest
- The goal of the group should be one of self-determination, and be independent from existing forums and boards led by the Council
- To distinguish its activities from existing groups, it will increase awareness of current issues and promote examples of innovation and best practice that can be adopted across the borough

#### **Function**

It will be autonomous and sit outside the Borough's current education networks  
 It will have the freedom to address the issues it sees as a priority for the borough  
 It will have the capability to set up individual sub-groups as required  
 It will not be required to report to other groups, but can request reports from other groups within the network  
 It will have the capacity to oversee funding that that may become available  
 It will meet once per quarter. The first meeting will be used to identify its objectives for the following 12 months

#### **Constitution**

The learning Partnership will be run by a Board. This Board will be constructed as set out below.

#### **Composition**

The Local Authority, in partnership with all partners, has determined that the membership of the new Learning Partnership Board, to be established in March 2018, will be as follows

Maintained Primary and Academy Schools	6 ( <i>at least one form each area, N, C and S</i> ) ( <i>Minimum of two reps from maintained and academy sector</i> )
Maintained Secondary and Academy Schools	3 ( <i>Minimum of two reps from maintained and academy sector</i> )
Maintained Special Schools and Special Academies	2
Early Years Providers	2

16-19 Providers	2
Chairs of Governors	4
(LA) Deputy Chief Executive	1
(LA) Lead Member for Children and Families	1
(LA) Director of Learning	1
<b>TOTAL</b>	<b>22</b>

### **Election / appointment of members**

Initial appointments have been made by a generic process of nominations, and where appropriate, elections.

Future appointments will be facilitated by the LA, with nominations and elections as appropriate.

### **Election process: special, primary and secondary schools**

Where a vacancy for a governor or Headteacher representative arises, or is about to arise, a letter will be sent to all governors of schools within the appropriate phase, inviting them to consider nominating themselves. If by the specified closing date the number of nominations exceeds the number of vacancies available, a ballot of all governors/headteachers within that phase will be conducted. If the number of nominations is the same or fewer than the number of vacancies, the nominee(s) will be appointed without the need for a ballot.

In nominating themselves, candidates will be asked to complete a 'personal statement' in support of their candidacy. In the event of a ballot, each candidate's statement will be circulated with the ballot papers, to assist other governors/headteachers in deciding for whom to vote.

### **Eligibility**

A person's membership of the Board shall cease if that member ceases to hold the office by virtue of which he/she became eligible for election, selection or appointment to the Board.

### **Term of office**

The term of office for elected members of the Board will be two years, normally commencing on 1 September in any given year.

Where a position on the Forum falls vacant before the term of office has run its full course, the person newly elected to that position will initially serve out the remainder of that term of office only.

Persons whose term of office has expired may stand for re-election provided that they are still eligible.

For positions on the Forum which are due to fall vacant on 31 August, the nomination/ballot process will normally be conducted during the preceding summer term. (This does not include August 2018 – the first year will be deemed to run from March 2018 to August 2019).

A member's term of office will lapse if he/she fails to attend two consecutive meetings, without giving reasons for absence which have been accepted by the Board.

### **Frequency of meetings**

The Board will normally meet four times during each year.

### **Quorum**

A meeting will be quorate if 50% of the total membership is present, i.e., ten members. The presence of substitutes at a meeting will count towards the quorum. As time goes by the board can re-evaluate this percentage.

### **Voting**

Voting will be by a show of hands, or by a recorded vote if requested.

Each member shall have one vote. In the case of an equality of votes, whether on a show of hands or a recorded vote, the Chair shall be entitled to an additional casting vote.

### **Substitutes**

Named substitutes may attend and vote at meetings of the Board on behalf of members who are unable to attend. One named headteacher and one named governor substitute may be agreed for each phase, subject to the Board's approval.

Individual board members will be responsible to find another Head or COG in their absence.

### **Election of Chair and Vice-Chair**

The election of the Chair and Vice-Chair will take place every two years at the first meeting in the autumn term. The Director of Learning will take the chair for the election of the Chair.

### **Local authority attendance at meetings**

Local authority attendance will be restricted to: the Deputy Chief Executive for Families; the Director of Learning and the Lead Member for Children and Families, plus any other person who is providing specific specialist or technical advice or who may be invited by the Chair of the Schools Forum from time to time.

### **Complaints**

If a complaint was directed at the Chair, this would then need to be brought to the Vice Chair.

### **Public access to meetings; publication of papers**

All agendas, minutes and reports will be issued to members of the Board, and all headteachers and Chairs of Governors.

Information on the Board and its deliberations will be included periodically in the Waltham Forest Hub <https://thehub.walthamforest.gov.uk/> .

### **Declarations of interest**

Where a conflict of interest arises, the affected member(s) shall declare the interest and withdraw from the meeting whilst that item of business is considered.