

## **Middlesbrough Achievement Partnership 30/09/15**

### **Terms of Reference**

#### **1. Purpose**

Middlesbrough Achievement Partnership (MAP) is a strategic partnership made up of the local authority and all schools in Middlesbrough leading on school improvement, attainment and achievement in Middlesbrough for all schools. MAP was established in 2012 and operates as a strategic governing body leading the Children and Young People's Delivery Partnership (CYPDP), ensuring the statutory duty to have a Children's Trust is effectively discharged. The CYPDP reports directly to the Middlesbrough Health and Wellbeing Board and will be chaired by the MAP Director with MAP members being invited to attend the CYPDP meetings.

#### **2. Remit**

MAP, comprising of all schools in Middlesbrough and the local authority (LA) has a core purpose to raise attainment within schools. The partnership will ensure MAP works closely with partners and agencies to ensure that all partners are contributing effectively to attainment and the health and well-being of children and young people coordinating activity and measuring the impact of delivery. This will be carried out by the delivery of a 5 Year Strategy and agreed annual priorities. The MAP board will agree priorities for the forthcoming year based on key issues and relevant data. Priorities will be reviewed annually within the MAP board meetings.

#### **3. Governance and Monitoring**

The MAP board will report directly to the MAP Executive consisting of one primary head teacher representative, one secondary head teacher representative, The MAP Director, the LA Head of Achievement and MAP Development Leader.

A number of working groups will be established to lead on agreed priorities consisting of Head Teacher or senior leader representatives from within Middlesbrough. Each working group will have an agreed Terms of Reference detailing membership, resources, priorities to deliver and monitoring frameworks. Each working group will have a Chair and deputy Chair to drive the work of the group which must be a Head Teacher or Senior Leader from a Middlesbrough School. Representatives from working groups will report progress at each MAP Board meeting.

Common templates will be used to monitor the effectiveness of the MAP Board and working groups.

#### **4. Membership and Voting Rights**

The group's core membership shall comprise representatives from the following:

- 8 primary (4 voting rights)
- 2 secondary (2 voting rights)
- 1 special school (1 voting right)
- 1 Governor (1 voting right)
- 1 Teaching School Alliance (1 voting right)
- 1 Chair of SMF (1 voting right)
- MAP Director
- Executive Director Wellbeing Care and Learning (1 voting right)
- Director of Public Health (1 voting right)
- Head of Achievement
- MAP Development Leader
- Support Officer

Other attendees to be invited according to agenda items and actions and may include:

- Middlesbrough College
- Middlesbrough Voluntary Development Agency
- Other agencies and organisations as required

Any Head Teacher wishing to attend meetings may do so however voting rights will remain as above.

If meetings are not quorate key decisions must be deferred or obtained via electronic communication. The meeting will be quorate with 50% attendance and representation from primary and secondary sectors.

MAP papers will be circulated to Head Teacher forums in advance of the MAP board meetings to enable full consultation with schools and to ensure that delegated responsibilities are given to MAP representatives to make decisions at MAP Board meetings in a timely and effective manner.

#### **5. Resources**

Resources will be agreed annual in line with the 5 Year Strategy and reviewed on a quarterly basis within the MAP board meetings. Delegated responsibility for spend will be given to the MAP Director to the value of £10k and MAP Development Leader, up to £5k. All other financial decision will be made within the MAP Board meetings.

Each working group will develop action plans with costings to present to the MAP Board for ratification and approval.

Commissioning priorities will be agreed on an annual basis in line with the 5 Year Strategy.

## **6. Priorities**

Priorities will be agreed on an annual basis through MAP board meetings and in consultation with all Head Teachers and monitored on a quarterly basis within MAP board meetings.

## **7. Meetings**

To ensure effective joint working, the arrangements for meetings should be as follows, unless varied by agreement of all core members:

- Meetings to be chaired by MAP Director
- Meetings to be held bi-monthly in accordance with a meeting calendar approved by the Group
- Minutes of meeting will be taken and circulated to all members
- Meetings to close with a summary of decisions and actions

## **8. Evaluation**

MAP will carry out internal evaluation of funded activities agreed by the MAP board. A monitoring process will ensure effective monitoring of budget, commissioned work and other delivery. External evaluation will be carried out by a body to be agreed to measure the impact of MAP on an annual basis.

**Middlesbrough Achievement Partnership Structure**

