



Middlesbrough Achievement Partnership

Terms of Reference – February 2018

1. Purpose

Middlesbrough Achievement Partnership (MAP) is a strategic partnership made up of the local authority and Middlesbrough schools, leading on removing barriers to achievement for all schools in Middlesbrough. MAP was established in 2012 and operates as a strategic partnership delivering on a range of key priorities identified by Middlesbrough Schools and other partners.

2. Remit

MAP, comprising of all schools in Middlesbrough and the local authority (LA) has a core purpose to remove barriers to achievement within schools. The partnership will work closely with partners and agencies to ensure that all partners are contributing effectively to the key aims and priorities of the MAP Board to support children and young people coordinating activity and measuring the impact of delivery. This will be carried out through the delivery of a 3 year plan 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 LA School Improvement Governance Board.

A number of delivery groups will lead on agreed priorities consisting of school representatives from within Middlesbrough, LA representation and other key partners. Each delivery group will have an agreed Terms of Reference detailing membership, resources, priorities to deliver and monitoring frameworks. Each delivery group will be led by a member of the MAP team or relevant representative as deemed appropriate by the group. Delivery Group progress will be reported at each MAP Board meeting. Progress reports will be submitted to the LA School Improvement Governance Board on a regular basis as required.

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:

Board representatives:

- 4 primary (4 voting rights - 1 rep per cluster – to include chair of Primary Forum)
- 2 secondary (2 voting rights – to include chair of Secondary Forum)
- 1 special school (1 voting right)
- 1 Governor (1 voting right)
- 1 Chair of SMF (1 voting right)
- Executive Director of Children’s Services/Director of Education (1 voting right)

In attendance:

- MAP Director
- MAP Manager
- MAP Support Officer (minute taker)

Other partners by invitation:

- Teaching School Alliance’s
- Middlesbrough Voluntary Development Agency
- Tees Valley Combined Authority
- Middlesbrough College
- Teesside University
- 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 annually in line with the 3 Year Plan and reviewed on a termly basis within MAP board meetings. Delegated responsibility for spend will be given to the MAP Director and MAP Manager to the value of £15k. All other financial decision will be made within the MAP Board meetings in terms of MAP core funding or via the Director of Education in respect of School Improvement funding.

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 3 Year Plan.

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 termly 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 board representative
- Meetings to be held termly in accordance with a meeting calendar approved by the board
- Minutes of meeting will be taken and circulated to all members

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.