

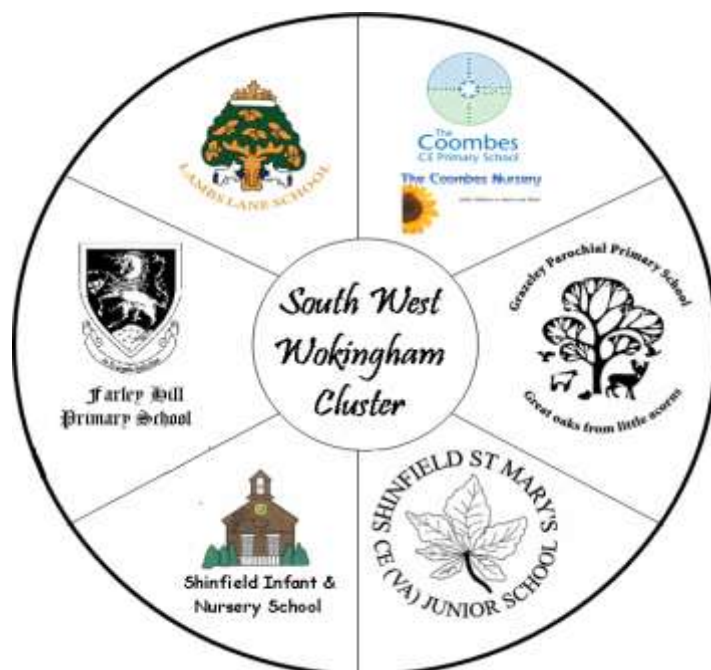


## **South West Wokingham Cluster Partnership Extending Services to Children & Young People**

### Terms of Reference

#### Vision

- To prepare every child to be well equipped for the challenges of the 21<sup>st</sup> Century to ensure the best chance of success in adult life.
- To enable schools and stakeholders in the community to work together to improve the outcomes for children and young people.



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## The South West Extended Services Cluster Partnership

The South West Cluster comprises of 6 Primary Schools, Shinfield Infant & Nursery School, Shinfield St Mary's CE Junior School, The Coombes CE Primary School & Nursery, Farley Hill Primary School, Lambs Lane Primary School and Grazeley Parochial School.

The SW Extended Services Core offer is:

- Varied menu of activities
- Parent support
- Community links & access
- Support for extended learning
- Holiday provision

**The Extended Services Cluster Partnership** *provides the essential collaboration for a 21<sup>st</sup> century school facilitated by a Cluster Coordinator. It takes a strategic role, and is accountable for its decisions. It identifies needs, sets strategic aims, and agrees, monitors and reviews the activities that support children and young people within the local community, ensuring that every child and young person in its community does matter.*

## Terms of Reference

- Ensures the health and safety and safeguarding of children is central to its work
- Develops a shared vision of the needs of children within the local community and shares this information with all relevant services.
- Evaluates the impact of its decisions and holds accountability for the resultant impact on the outcomes for children and young people
- Develops a strategic plan in line with the 21<sup>st</sup> Century Schools agenda and local need that generate sustainable solutions and removes the barriers to learning for particular groups of children and young people
- Promotes community cohesion by networking and supporting relationships between all organisations working within the local community
- Strive to ensure that duplication of services to families and children is avoided
- Recruits new members if community needs are identified
- Holds a minimum of three Cluster Partnership meetings a year
- Appoints or removes the Chair
- Receives reports from any individual and considers whether any further action by the Cluster Partnership is necessary
- Approves the funding of strategic projects.

## The Role of the Chair

- The Chair is a Head Teacher from one of the cluster schools and is elected every academic year.
- To steer the partnership showing clear understanding and engagement with the vision
- To enable the vision to drive its work
- To strive for measurable outcomes for the children in the schools within the community
- To ensure the business of the Cluster Partnership is conducted properly, in accordance with the values and regulations of Wokingham Borough Council
- To lead meetings effectively, focusing on priorities and making the best use of time available, enabling all members to have an opportunity to participate in discussion and decision-making

## The Role of the Cluster Co-ordinator

- To liaise closely with the Chair of the Cluster Partnership and each member school
- To inform, advise and administer the meetings of the Cluster Partnerships including the circulation of agenda and minutes
- To maintain a register of members of the of the Cluster Partnership and interested partners
- To ensure all schools across the cluster have their views represented
- To engage with projects supported by the Cluster Partnership, to measure outcomes and identify impact
- To co-ordinate and manage the cluster budget in conjunction with the host financial officer, and report to the cluster members

## Membership

The Cluster Partnership will comprise of 7 voting members, one from each school preferably the HT, and the cluster co-ordinator.

Guests may be invited to attend the cluster meetings these may include

- Members of the school's senior management team
- Governors
- Parent Support Advisors (or similar roles)
- And other WBC Officers supporting the delivery of the Full Core Offer, e.g., School Development Advisers, Early Years & Childcare Business Advisers, Children's Centre Managers

Associates from other agencies may be present at meetings as deemed appropriate for the business at hand.

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## Membership Criteria

These apply to all members of the Cluster Partnership and associates within sub-groups – including schools, WBC officers and external agencies:

- Cluster Partnership members and associates within sub-groups must represent an organisation or group that has significant knowledge of and involvement with families with school-age children in the local community.
- Cluster Partnership members and associates within sub-groups must ensure that their services are open to all families, regardless of race, gender, class, religion, sexual orientation, age or disability who are resident in a neighbourhood of Wokingham Borough or have a child attending a Wokingham Borough school or setting – except where the service is designed to meet the needs of a specific demographic, geographical or school-based group.
- Cluster Partnership members and associates within sub-groups must work co-operatively and respectfully with local schools and Wokingham Borough Council officers who are responsible for extended services and for their particular area of work under the extended services core offer, e.g., Youth Service, Lifelong Learning (e.g., Adult & Family Learning), Childcare Business Advisers, School Development Advisers, Children's Services Area Teams, Sports Development, Arts Development, Parenting Skills Support Team, Family Information Service.

## Responsibilities of Members

- To attend meetings regularly
- To represent the organisation, community or interest group being represented over any personal or business interest
- To communicate with and disseminate information to the organisation, community or interest group being represented to ensure understanding and co-operation
- To abide by and support the decisions of the Cluster Partnership whether or not supported in debate/discussion prior to the decision being made

## **General Principles of Conduct for Members of the Cluster Partnership**

### **Selflessness**

Members of the Cluster Partnership should service only the public interest and should never improperly seek or confer an advantage or disadvantage on any person or organisation.

### **Honesty and Integrity**

Members of the Cluster Partnership should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

### **Objectivity**

Members of the Cluster Partnership should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### **Accountability**

Members of the Cluster Partnership should be accountable to the public (where appropriate) for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### **Openness**

Members of the Cluster Partnership should be as open as possible about their actions and those of the organisation they represent, and should be prepared to give reasons for the those actions.

### **Personal Judgement**

Members of the Cluster Partnership may take account of the views of others, including those of political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### **Respect for Others**

Members of the Cluster Partnership should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the local authority's statutory officers, and its other employees.

### **Duty to Uphold the Law**

Members of the Cluster Partnership should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### **Stewardship**

Members of the Cluster Partnership should do whatever they are able to ensure that the organisation they represent authorises use of their resources prudently and in accordance with the law.

### **Leadership**

Members of the Cluster Partnership should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## Financial Matters

Each school in the cluster will make a financial contribution to the cluster on an annual basis. This will be decided at the beginning of each financial year and must be agreed by each schools governing body.

## Conflicts of Interest

Members of the Cluster Partnership are required to declare an interest in relation to commissioning of a service to the Chair as soon as it is realised. Should such a conflict of interest be declared, the partnership will decide on an appropriate way forward. This will be an agenda item at each cluster meeting.

- A conflict of interest is defined as a situation when an individual has competing professional or personal obligations or personal or financial interests that would make it difficult to fulfil their duties fairly.

Wokingham Borough Council Officers should be aware that they are bound by the Council's Code of Conduct.

## Performance Management

The cluster partnership will review its performance on an annual basis and report to the governing bodies of the cluster schools

## Frequency of Cluster Partnership Meetings

The Cluster Partnership may determine its programme of meetings, which should be planned in advance and comprise a minimum of six meetings annually. All members will receive relevant documents - plus details of date, time and place – at least seven days in advance.

## Sub-Groups

The Cluster Partnership may from time to time cause sub-groups to be formed, which may be for a specific purpose or operate for a limited time. The Cluster Partnership may determine an associate to join such sub-groups or delegate selection of members to the sub-group itself. Associate members of the sub-group, as described above, are without voting rights.

## Amendment to these Terms of Reference

Amendment to these Terms of Reference requires:

Majority vote in favour at a meeting of the Cluster Partnership.

### Cluster Partnership Members

<b><u>Full Partnership Member</u></b>	<b><u>Cluster Role</u></b>
Amanda Turner	Head Teacher Shinfield Infant & Nursery School ( <i>Cluster Chair</i> )
Clare Wagstaff	Head Teacher Shinfield St Mary's Junior School
Patrick Pritchett	Head Teacher The Coombes CE Primary School & Nursery
Lynn Marshall	Head Teacher Farley Hill Primary School
Sharon Finn	Head Teacher Lambs Lane Primary School
Jean Bateman	Head teacher Grazeley Parochial School
Melanie Dalziel	Extended Services Co-Ordinator
Nicola Mott	Finance Officer Host School
<b><u>Associate Members</u></b>	<b><u>Cluster Role</u></b>
Inge Taylor	PSA
Lisa Ward	PSA
Katherine Cooke	PSA
Tina Frenett	Play Strategy Manger WBC
Beccy Franklin	Children's Centre Manger

<b>Partnership Chair</b>	Amanda Turner	Head teacher Shinfield Infant & Nursery School
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<b>Cluster Co-ordinator</b>	Melanie Dalziel	
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