

## CONTRACT OF PARTNERSHIP

### CLYST HYDON PRIMARY SCHOOL AND CULLOMPTON COMMUNITY COLLEGE

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This is a contract of management partnership between Clyst Hydon Primary School and Cullompton Community College (hereafter referred to as CH and CCC) and Devon County Council (hereafter referred to as the Local Authority (LA)).

The contract will operate for two terms, in the first instance, due to the retirement of the substantive Headteacher of CH, whilst Governors consider the future direction of the school.

For the purposes of this contract, the term partnership refers to the management of both schools by CCC. Mrs Amanda Duffy will assume the role of part time Acting Headteacher supported by the Head teacher of CCC and other school leaders for specialist input as part of a 0.5 management partnership contract under the terms and conditions laid down below.

#### 1 Aims

- To offer a period of stability and development for CH whilst Governors explore opportunities for moving forward which may be of mutual benefit to stakeholders of both schools,
- To provide Leadership which is strategic and sustainable in both schools and add the benefits of working in a larger structure which could lead to future development opportunities,
- To create mutual benefit and shared opportunities for the children of both schools,
- To reduce isolation and create opportunities to learn and gain from each other,
- To improve T&L through the sharing of expertise and resources,
- To use curriculum expertise to support all children and staff,
- To improve staff networking, planning, sharing, support and challenge,
- To provide opportunities to experience and develop learning across different age ranges and phases
- To sustain CH as a small school in the village of Clyst Hydon whilst providing an opportunity to be educated as part of both communities,
- To retain the individual character of each school,
- To add broader benefits to the wider community of both schools,
- To explore the possibility of greater procurement power together across a range of services,
- For CCC to oversee the effective financial management of CH to include:
  - Effective budget management
  - Effective management of IT resources
  - Effective management of premises
  - Review of school meals provision

## **2 Management partnership**

- 2.1 To establish a school management partnership between Clyst Hydon Primary School and Cullompton Community College in which both schools are managed by CCC. Mrs Amanda Duffy will assume the role of part time Acting Headteacher supported by the Headteacher of CCC and other school leaders for specialist input as part of a 0.5 contract.
- 2.2 Roles and responsibilities of staff in each school
- Safeguarding roles to be provided by Mrs Karen Schulz DSL at CH consulting with Mrs J Phelan DSL at CCC; Deputy DSL role to be provided by Joanne Bunker at CH.
  - Mrs Amanda Duffy Deputy Headteacher of CCC to be the Acting Headteacher and available on site 10 hours / week for strategic overview.
  - Mrs Duffy to be supported by staff from CCC as appropriate, for example, by Mrs Tracey Ward Business Manager, by the Director of Additional Needs for SENDCo purposes, by Mr Chris Haynes Deputy Headteacher for assessment and data management assisted by Mrs Tracey Vosper (CCC data manager and timetable), by IT technicians as available and by Mrs Julie Phelan Headteacher of CCC as back up for Mrs Duffy for meeting and events.
  - Mrs Duffy to attend Governing Body meetings at a frequency of one Full Governing Body meeting each half term (to include Curriculum, Teaching and Learning and Resources), plus a Joint Committee meeting each half term for overview and review of the Management Partnership.
  - Mrs Ange Stevens to provide administration assistance for the CH budget monitor.
- 2.3 Both CH and CCC will maintain separate identities in the eyes of the LA but the LA and CCC will support and respond in ways where their interventions will match the work of the MP
- 2.4 Both schools to maintain separate governing bodies but will also set up a Joint Committee to oversee the partnership
- 2.5 The partnership will operate with the provision of 0.5 management time by CCC to CH. Mrs Amanda Duffy to be present at CH for 10 out of 25 hours a week. Remote leadership time and consultation to be provided by telephone and electronically. Other leaders from CCC to offer a presence at CH and remote contact up to the 0.5 contract. The proportion of time will be kept under review by the Joint Committee.
- 2.6 The Joint Committee will be established, comprised of the Headteacher of CCC, the Acting Head of CH, the Joint Chairs of CH and Chair of CCC (or appropriate substitutes), and 1 other governor from each of the separate governing bodies. See terms of reference.
- 2.7 Governor representatives on the Joint Committee will be nominated from the Governing Bodies of each school. Governors have agreed some flexibility of membership to ensure good communication and the participation of members.

## **3 Implementation of Partnership**

- 3.1 Both schools agree to enter in to the partnership with effect from 1<sup>st</sup> September 2016. A handover period with the retiring Headteacher of CH to be concluded by July 2016.

- 3.2 Both schools will pay due attention to the contractual rights of all affected employees and will seek professional advice in regards to these matters from their HR Link Officer
- 3.3 Monitoring of a manageable work life balance remains the responsibility of each Governing Body. However Chairs of both schools will maintain the overview of the Acting Headteacher's work life balance.
- 3.4 Any complaints and concerns about the implementation and impact of the MP arrangements will be directed to the Acting Headteacher who will raise the issues with the Headteacher of CCC and thereafter the Joint Committee as necessary.

#### **4 Monitoring and Review of the Partnership**

- 4.1 The MP will be initially reviewed in November 2016 by the joint committee.
- 4.2 The outcomes of any external/internal reviews (parents, staff, School Improvement Partner etc) will be reported to the Joint Committee who will then report back to both governing bodies individually.
- 4.3 The MP will be reviewed by the Joint Committee and the acting Headteacher will produce a Strategic Improvement Plan relating to the management of CH for monitoring, evaluation and review by the Joint Committee.
- 4.4 Stated non negotiables will be respected and adhered to:

##### Roles and Key Tasks

- Write and implement an effective Strategic Improvement Plan to include 4 key Priorities:
  - Improve outcomes for students who are; Disadvantaged; SEND; Most Able
  - Deliver exceptional learning through high quality, inspirational teaching and a relevant rich, engaging curriculum
  - Ensure great leadership and management in school and through partnerships
  - Effective financial management
- Individual school events to be mapped in a calendar of dates, times and locations.

#### **5 Financial Operation**

- 5.1 The Joint Committee have agreed the total cost of the partnership for both schools (including on costs beyond Headteacher time) and agree levels of timing of payment during the MP. A contract will be drawn up between CH and CCC.
- 5.2 Each school will make arrangements in conjunction with their School Finance Officer for the calculation and transfer of the proportionate employment costs of the MP. The costs and the savings of the MP will be managed within existing school budgets

## **6 Dissolution of Partnership**

6.1 The partnership will be deemed to be dissolved if, upon the recommendation of the Joint Committee, there is no longer a benefit to either school. The final decision to withdraw from the MP will be made by both schools on an individual basis.

6.2 The following occurrences will trigger a review by the Joint Committee

- Evidence from the School Improvement Partner that the MP was not benefiting either or both schools
- Aims, purpose and targets of the MP have not been met
- Significant evidence-based concerns from staff, parents or governors.
- Negative impact on pupil achievement and progress
- Long term sickness of Acting Headteacher
- Emergence of significant issues not apparent at the instigation of the MP

This list is not exhaustive, but gives examples of occurrences which may lead the joint committee to consider whether dissolution is appropriate. However, there may be several other occurrences that may be deemed significant enough to trigger such consideration.

6.3 A minimum of one month's notice must be given for the dissolution of the partnership

6.4 Upon the dissolution of the partnership the Acting Headteacher will return full time to their substantive post at CCC.

6.5 Should the MP dissolve, a review will be undertaken by governors of both schools to ensure that staffing and management structures match the needs of each institution.

6.6 In the case of the MP being dissolved, any outstanding monies or credits owing will be reconciled between the schools and signed off by the Joint Committee.

## **7 Alterations to this Agreement**

7.1 Any alterations to this agreement, inclusions, deletions or additions must first be agreed by the joint committee and then by both governing bodies.

## **8 Glossary of terms**

MP	Management Partnership
HT	Head teacher
CPL	Continuing Professional Learning
PM	Performance Management
LA	Local Authority

We hereby agree to the above contract for partnership between Clyst Hydon Primary School and Cullompton Community College as outlined above.

..... Signed by Chair of Governors of Cyst Hydon Primary School

..... Date

..... Signed by Chair of Governors of Cullompton Community College

..... Date

..... Signed by Devon LA

..... Date

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