

# Leeds Children's Trust

## 0 – 11 PARTNERSHIP TERMS OF REFERENCE

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| Approved by<br>Leeds Children's Trust Board                           |  |
| Working Draft to<br>Learning and Support Partnership<br>(Version 2.0) |  |
| Date of Next Review                                                   |  |
| Document Owner                                                        |  |

### 1. CONTEXT

#### 1.1 The Leeds Children's Trust Board (LCTB)

1.2 The Leeds Children's Trust Board was established in April 2010 and is part of the local co-operation arrangements which collectively make up the children's trust in Leeds.

1.3 It provides the interagency governance of the Children's Trust arrangements in Leeds and has responsibility for publishing and monitoring a jointly owned Children's Plan (CYPP) to improve the well being of children in the city. It also provides a framework within which partners may agree to commission services together, with pooled or aligned budgets.

#### 1.4 0-11 Partnership

- Our role is to facilitate the development of effective system leaders in Leeds and deliver an acceleration in the improvement of standards achieved by our C&YP;
- our role is to facilitate this rather than to lead this;
- as facilitators it is helpful that we have done some pre-thinking about what we are already doing and what we might plan to do;
- as facilitators our role is to use this preparation to prompt suggestions and generate ideas for action from heads through strand planning and activity;
- having generated action with heads, record and share this using this kind of template to aid communication and build cohesion in the strategic approach.

- 1.5 The 0-11 Partnership brings together agencies involved in the provision of learning and support to children in Leeds. It seeks to bring together all aspects of the learning and support agenda and make a significant contribution to improved outcomes for young people aged 0-11.
- 1.6 The partnership will aim to improve outcomes through the identification of key priorities and providing a clear decision making and accountability mechanism for education provision. In particular the partnership will focus on narrowing the gap in achievement and of children in Leeds and the quality improvement of learning.
- 1.7 The partnership is the strategic body responsible for approving the 0-11 Learning and Support Plan and ensuring it links with the 11-19 (25) learning and support agenda.
- 1.8 The partnership is a voluntary collaborative partnership. It does not constitute and should not be deemed to constitute a legal partnership. It is not a corporate entity.

## 2. FUNCTIONS

0-11 Partnership functions cover:

### Planning

- The design, development, revision and approval of the 0-11 Learning & Support Plan which prioritises readiness for learning and acknowledges the need to close the gap and use keys to success for our most vulnerable children.
- Ensuring the effective implementation of the 0-11 Plan including the delivery of key priorities and targets and management of risk
- Monitoring progress across the Partnership against the Plan
- Monitoring the use of funding to support the delivery of pupil premium, SEN and vulnerable families. To be responsible for receiving recommendations, for 2-4 early education entitlement and to the removal of funding.
- Monitor the use of funding for children's centres and schools with POAR Ofsted judgements.

### Funds and Developments

- Providing recommendations to the Children's Trust Board on the use of development funding and where appropriate recommending capital funding proposals for specific 0-11 provision and projects.

- To advise on cluster developments, attendance, transition, behaviour, curriculum, parental involvement and health issues.
- Analyse emerging policy developments arising from changes to local and national policy relating to the learning and support agenda and make recommendations to individual partners and the Children's Trust Board as appropriate.
- Advise on 0-11 sufficiency across all sectors and transition into 11-19.
- Receive proposals around future proofing children's centres and make recommendations to ULSLT and CSLT.
- To develop integrated working in order to support parents/settings/schools in identifying and accessing services in order to raise attainment and narrow the gap.
- To develop and promote a clear strategy that enables parents to understand child development and engage with their children to promote better outcomes.

#### Challenge, Support and Quality

- Providing appropriate challenge and through clusters ensure high quality 0-11 Learning and Support Services across Leeds
- To develop the analysis and reporting of data across the 0-11 ages to ensure effective tracking of both children and settings in order to support universal quality improvement and the targeting of resources to raise attainment and narrow the gap.
- To ensure the development of continuous quality improvement and self evaluation systems, across all settings and schools, in order to raise attainment and narrow the gap.

#### Ways to operate

- To establish thematic subgroups around identified priorities and receive reports as appropriate
- Effectively engage young people to ensure that priorities and actions reflect the experience of children
- Promote the sharing of good practice amongst partners
- Devolve the responsibility of communication between members of the board and their respective networks and monitor the effectiveness of that.

The partnership will exercise its functions in such as way as to:

- § encourage partners to secure high quality integrated services for children, young people and their families.
- § involve all partners as fully as possible, subject to recognising that not all partners are in a position to carry full contractual obligations and any ensuing financial risks. This should not detract from their contribution to the partnership's developing agenda but recognises the statutory duties of the relevant partners. Members of the board to feedback to their respective networks.

### **3. GOVERNANCE AND ACCOUNTABILITY**

As a significant partnership within the Children's Trust arrangements, the Children's Trust Board will agree the terms of reference for the partnership.

The partnership will be required to produce an annual report for the Children's Trust Board.

Key points from each meeting will be concisely summarised to provide updates to the Children's Trust Board and other partnership groups along with recommendations for the Board and/or individual partners.

Any proposed amendments to the terms of reference for the partnership should be recommended to the Children's Trust Board at the next available meeting. The Terms of Reference will be reviewed annually as part of the Children's Trust Board annual review.

### **4. MEMBERSHIP**

Partners have agreed to be represented on the partnership as follows:

- Cllr Dowson (Chair) plus 1 x Conservative and 1 x Liberal Democrat Elected Member – awaiting nominations.
- 6 x Primary Heads (large inner city, small rural, faith, VAVC, Foundation and Trust, SILC, Primary and Junior schools – to be represented by Gail Palmer-Smeaton.
- 1 x school improvement – Vanessa Huws-Jones.
- Deputy Director, Learning, Skills and Universal Services – Paul Brennan.
- Head of Service, Commissioning & Marketing Management – Paul Bollom.
- 2 x Children's Centre Managers – Colette Kurylo and Ian Ingle.

- 1 x Young Lives (more voluntary sector representatives to be invited in due course) – Jane Clifton.
- Early Years Improvement Manager – Liz Bradley.
- Early Start Manager
- Children’s Centre Improvement Manager (QTS) – Fiona Butler.
- Performance Management and Data Officer – Peter Storrie.
- Social Care Representative – Mike Brown.
- Health Representative – awaiting nomination.

Representatives should be at a level of seniority to further the work of the partnership and cover strategic responsibilities.

An appendix to the terms of reference will be regularly updated to provide information about the membership of the partnership along with details of the chair, lead officer and administrative support.

## **5. OPERATIONAL FRAMEWORK**

The overarching framework for governance for the Children’s Trust arrangements is covered by the Governance Document for the Children’s Trust Board.

Each partnership will take account of this in its work to support effective partnership working and good governance.

All Members of the partnership will be given a copy of the latest version of the Children’s Trust Board Governance Document with attention particularly drawn to:

- i. Code of Conduct (section 9)
- ii. Promoting Equalities (section 10)
- iii. Decision Making (section 13)
- iv. Annual Review (section 16)
- v. Conflicts of Interest (section 18)
- vi. Exit Provisions (section 19)
- vii. Scrutiny, Audit and Inspection (section 20)
- viii. Data Management (section 21)
- ix. Complaints Procedure/Disputes Resolution (section 22)

## **6. STANDARDS OF OPERATION**

The partnership shall meet at least six times per year or as deemed necessary to fulfil its functions.

The Chair and Vice Chair for the partnership should be confirmed in consultation with the chair of the Children’s Trust Board and the Director of Children’s Services.

The agenda of meetings shall be agreed by the Chair in advance of the meetings.

The Lead Officer(s) for the partnership will co-ordinate production of the agenda and papers for each meeting and maintain a work programme for the partnership which takes into account the required annual reporting requirements.

The administrator for the partnership should receive reports not later than ten working days before the date of the partnership meeting. This is to enable papers to be distributed in time and for the chair to be briefed.

The agenda and papers should be sent out to all members at least five working days in advance of meetings. Exceptionally, tabled reports or additional information may be presented at meetings with the discretion of the Chair.

The partnership will be quorate if there are 50% or more members present at the meeting.

Draft minutes will be circulated to members within 5 working days of each meeting with 5 working days for comments. Once approved, public minutes will be placed on the Children Leeds website. Any exempt information will form part of a confidential annex for the partnership/Children's Trust Board only. This will be confirmed with the Chair after seeking advice as required regarding confidential / sensitive matters.

As appropriate to its work, the partnership will need to:

- Ensure its work is in line with governance arrangements for the Children's Trust Board, the priorities in the Children's Plan and statutory guidance relating to learning and support for the 0-11 age group.
- Have an approved performance management framework
- Have robust procedures for financial management and procurement

Interested groups may attend meetings of the partnership to observe discussions on specific items, subject to prior notification and the agreement of the Chair. Such groups will be advised that, at the discretion of the Chair, they will be asked to leave the meeting if in the opinion of the Chair confidential information which it is not in the public interest to disclose, may be discussed.

## **7. ANNUAL REPORT REQUIREMENTS**

The partnership will be required to produce an annual report in the early autumn to inform the Children's Trust Board of progress and inform the development and review of the Children's Plan (CYPP). This should cover progress made over the last year and plans for the year ahead in the context of emerging policy developments and resource availability.

The aim of the reporting requirement is to:

- Facilitate joined up working across relevant agencies
- Allow the Children's Trust Board to assess the level of need to inform the development of the CYPP
- Demonstrate the contribution being made to the wider local agenda for children
- Feedback on how effective the contributions of other partners have been in supporting improvements in learning and support outcomes for children
- Give the partnership the opportunity to influence decisions made by the Children's Trust Board in relation to joint strategic planning and commissioning
- Provide a platform to raise any concerns including about the level of support the partnership needs from Children's Trust partners