

# **Collaboration Agreement between the governing bodies of Downsvie Special School, Longhill High School, Our Lady of Lourdes Catholic Primary School, Rudyard Kipling Primary School, Saltdean Primary School, St Margarets CoE Primary School and Woodingdean Primary School and the Local Academy Board of City Academy Whitehawk**

## **Terms of Reference**

### **Collaboration Regulations**

The Collaboration Regulations 2003 allow for two or more governing bodies of maintained schools to agree to work together to provide for increased flexibility and make better use of neighbouring governors' expertise. The regulations allow for Governing Bodies to 'convene joint meetings' and 'exercise joint functions' in the same way that they may delegate them to a committee of a governing bodies. Whilst the Collaboration Regulations do not apply to academies, the Local Academy Board of City Academy Whitehawk has agreed to collaborate with the governing bodies under the terms of this collaboration agreement in so far as is permitted by the Regulations and by the Local Academy Board's terms of reference.

For the purposes of the agreement the term "governing body" refers to the governing bodies of the maintained schools and the local academy board of City Academy Whitehawk and the term "governor" refers to governors of the maintained schools and the members of the Local Academy Board of City Academy Whitehawk.

### **Name of Committee**

To be known as the Collaborative Committee of Downsvie Special School, Longhill High School, Our Lady of Lourdes Catholic Primary School, Rudyard Kipling Primary School, Saltdean Primary School, St Margarets CoE Primary School and Woodingdean Primary school and City Academy Whitehawk.

### **Purpose of collaboration**

The above schools' Governing Bodies have agreed to convene a joint collaborative committee on an ad hoc basis to act as a panel of governors required for staff disciplinary hearings, appeals panels, pupil exclusions and other panels. Collaboration between the above Governing Bodies will allow for a greater degree of impartiality on such issues. A collaborating Governing Body may choose, but is not required, to call upon the Collaborative Committee only if the collaborating Governing Body is unable to provide sufficient governors without prior involvement for a panel from among their own number.

### **Membership and Appointment**

- Membership will consist of any three governors from a collaborating Governing Body who have had no prior involvement in the matter.

- Each panel must always have at least one member from the Governing Body of the school handling the case.
- Any governor who has participated in a panel for a staffing decision cannot sit on the appeal panel against that decision.
- At least one governor serving on the panel will have received appropriate training. The Committee to be clerked by an experienced Senior Clerk who will be trained and can advise appropriately.
- Clerking will be paid for by whichever school requests the panel to be convened.
- Each panel will appoint a panel chair once convened.
- If no Senior Clerk from the collaborating schools is available, Governor Support will help to provide one.
- In the event of a potential Employment Tribunal, members of the Hearing Panel may be called upon to give evidence.

### **Frequency of meetings and quorum**

The Collaborative Committee will meet as and when required. A panel provided by the Collaborative Committee must consist of

- 3 governors (+1 reserve)
- at least one governor from the school handling the case
- the remaining to be appointed from any other school, though not more than one member from a school

The quorum for meetings of the Collaborative Committee will be three governors.

### **Functions and Delegation of powers**

All Governing Bodies agree to delegate their Governing Body responsibilities in these areas to the Collaborative Committee on a case by case basis and in accordance with need. The Collaborative Committee will be responsible for making any initial decision and any appeal decision on behalf of the schools' Governing Bodies – only where the collaborative committee is called upon.

The Collaborative Committee makes decisions on behalf of the governing body of a school in the collaborating group. However, individual governing bodies retain legal responsibility and corporate liability for all decisions taken on their behalf.

The employer and the Governing Body of the school for which a panel was provided by the Collaborative Committee will be responsible for dealing with any potential claim arising out of the case. The employer is recognised as the Council in the case of the community schools and the Governing Body in the case of the Voluntary Aided Schools and the Trust in the case of Academies.

### **Budget**

Meetings will be organised by the school requesting the meeting of the Collaborative Committee. Governors may claim appropriate expenses from their own school in line

with each school's own policy for governor allowances. The cost of clerking will be met by the school requesting the Collaborative Committee meeting.

### **Reporting guidelines**

Items of the Collaborative Committee's meetings (including the panel hearings) will be treated as confidential.

The outcome of any Collaborative Committee decisions and any relevant statistics may be reported to the governing bodies involved in the panel in general terms only in line with current governing body practice on reporting staffing and confidential pupil matters.

### **Review arrangements**

The Collaborative Committee arrangements will be reviewed annually, by each governing body in line with committee review processes. The governing bodies may wish to consider other opportunities to collaborate in the future.

### **Regulations**

The School Governance (Collaboration) (England) Regulations 2003

School Staffing (England) Regulations 2003

The School Staffing (England) Regulations 2009

School Governance (Roles, Procedures and Allowances) (England) Regulations 2013