

## **Memorandum of Understanding 2022-23**

**The following Memorandum of Understanding has been drawn up to underpin the collaborative practices of the Network and to ensure that the core principles of successful partnership working are reflected in the work of the Network.**

This MOU for the West Horsham Schools Network is between:

Arunside Primary School  
Castlewood Primary School  
QE11 Special School  
Shelley Primary School  
Southwater Junior Academy  
Southwater Infant Academy  
St John's RC Primary School  
St Mary's C of E Primary School  
Tanbridge House School  
Trafalgar Infants School  
Warnham C of E School

**The shared imperative/key aim for the Network is to raise standards of achievement, improve pupil learning and enhance the curriculum ensuring that all network schools can achieve more together than they would be able to as individual settings.**

**It is recognised that a Headteacher's first responsibility is to their school community and that each school retains its distinctiveness, however our key duty is for all the children and young people across the locality.**

## **1. Purpose of the Memorandum of Understanding**

This Memorandum of Understanding (“**Memorandum**”) sets out the framework for collaborative arrangements and partnership between the governing bodies and leadership of the schools listed (“**The Schools**”)

## **2. Objectives/ Aims of the Parties to this Memorandum**

2.1 To demonstrate a commitment to a sustained and long-term partnership between the Schools.

2.2 To demonstrate in a clear and transparent manner the ways in which the Schools are and will continue working together.

2.3 To enhance learning and curriculum opportunities for pupils of all Schools to improve learning outcomes and wellbeing.

2.4 To improve the ability to support the wellbeing of families across the network.

2.5 To enhance the development of skills and career opportunities for staff.

## **3. Areas of Focus for Collaborative Working**

3.1. Curriculum and subject focus in line with school development priorities – e.g. by running joint training/ INSET.

3.2 Continuing to create opportunities to work together and to operate cohesively- by auditing common needs and by running joint projects; by implementing joint working across specific networks linked to roles; by facilitating a positive transition between School phases; by enabling opportunities for joint working across early years, primary and secondary phases, including opportunities for professional development.

3.3. Facilities and Administrative resources: to explore external funding to maximise opportunities; seeking efficiencies by sharing administration and finance functions -e.g. by the SBM network exploring joint commissioning of services across schools.

## **4. Operational Arrangements, Management Structures and Reporting**

4.1 Management structure – Headteachers from each school will oversee the work of the network through strategic meetings. These meetings will review the actions and report on the achievement and progress of collaborative working based on the network plan. As with Governing

Body Minutes, some items may be deemed a Part 2 / confidential items. Minutes will be available to Governing Bodies via the Headteacher of each school.

4.2 Audits of need for the network schools, based on the objectives in 2, will be undertaken. Working parties/ network groups will be established for certain priorities.

4.3 Network meetings/ Working parties will be facilitated and chaired by a lead teacher who will organise an agenda according to the core purpose of the group. Core purposes will be reviewed at the start of each academic year. Minute -taking will be shared within the group. Minutes will be forwarded to the network manager a week following the meeting.

4.4 A WHSN Plan will be drawn up to establish core outcomes/ goals for locality initiatives and networks. It will be costed and will detail specific roles and responsibilities.

4.5 Headteachers will report progress to Governing Bodies at 3 points in the year:

- Autumn - new network plan
- Spring - updates on progress
- Summer - review and preparation of foci for next academic year

## **5. Pupil Voice**

5.1 Pupils will 'shape' and influence the work of the network through objectives and priorities being targeted to meet their needs. Pupil involvement at school level will feed into locality planning and review.

5.2 Any data sharing will follow safeguarding guidance.

## **6 Financial Agreement**

Tanbridge House School will be the banker school for any shared locality funds. Invoice proformas will be used for any claims and supply cost rates will be agreed annually for claims. Budget reports will be generated for the strategic committee meetings in March, July and October. The Strategic Committee will monitor expenditure. Any invoices above £2000 will require authorisation from 2 Headteachers prior to submission.

Governing Bodies are asked to approve the 'pooling' of school's individual locality funding in principle to demonstrate a commitment to the work of the locality. A formula based on pupil number per school will be applied. This fund will be held at Tanbridge House School. *The per pupil contribution will be determined by February each year, based on the autumn term PLASC numbers on roll. The amount for 2022-23 remains at £7.20 per pupil*

This memorandum will be reviewed annually.

