

City of York Education Partnership Board

Draft Constitution

1. Name

- 1.1 The Board will be known as the City of York Education Partnership Board (“the Board”). “The Partnership” for which the Board operates is all state funded educational provision across the City of York. The Partnership and the Board on behalf of the Partnership, will operate within the context of the Children and Young Peoples Plan or equivalent wider strategic planning arrangements.
- 1.2 Whilst not established as a specific legal entity or legal partnership the Board shares a long term vision for the delivery of excellence in the education of children and young people in the City of York

2. Membership and Terms of Office

- 2.1 Board members will be required to represent their organisation, cluster or sector but to always work collaboratively to deliver the holistic aims of the partnership.
- 2.2 The Membership of the Board will be seventeen, to consist of:
 - a. An independent chair appointed by the Board.
 - b. Seven primary headteachers: one to be nominated by each of the six York cluster groups and the seventh to be the Chair of the York Primary Heads’ Forum
 - c. Four secondary headteachers to be nominated by the Secondary Heads’ Group
 - d. One headteacher of a Special School to be agreed by Special School headteachers

- e. One FE College Principal to be nominated by the Principals' Group.
 - f. Two Chairs of Schools Governing Bodies to be elected from and by the chairs of governors
 - g. One Early Years Sector representative
 - h. The Cabinet Member for Children and Young People (non-voting)
 - i. The Main Opposition Cabinet Member for Children and Young People (non-voting)
- 2.3 Right of attendance at each meeting will be extended to:
- a. The Director of Adults, Children and Education
 - b. Two Assistant Directors of Adults, Children and Education
- 2.3 Nominating organisations will determine the term of office of each representative, being mindful of continuity of representation. Representatives may serve a further term if elected or agreed by the organisation or group they represent.
- 2.4 Membership shall be formally reviewed by the Board annually although the Board's membership may be amended at any stage with the agreement of existing Board members and following consultation with the wider Partnership.
- 2.5 If a Board member cannot attend a meeting, they may send a previous-named deputy to the meeting. Named deputies should be of the same seniority as the member they represent and will hold full Board responsibilities for that meeting.

3. Legal Status

- 3.1 The City of York Education Partnership will carry out the statutory functions of the Schools Forum and any other statutory body which may be established through national legislation to direct specific educational functions.

4. Quorum

- 4.1 The Quorum shall be nine, including as a minimum two primary headteachers or their representatives, two secondary headteachers or their representatives, and a chair of a school governing body.

5. Chair

- 5.1 The Chair of the Board shall be appointed by the Board.
- 5.2 Accountability for the recruitment and performance of the Chair will be delegated on behalf of the Board to the Director of Adults, Children and Education.
- 5.3 If the Chair is not present at a meeting the Board should agree chairing arrangements from those in attendance.

6. Meetings of the Board

- 6.1 The Board shall meet no less often than five times a year.
- 6.2 The Board may invite any other such persons to attend meetings or part of meetings as may be considered appropriate to support informed decision making. Whilst meetings of the Board will not be open to the public, members of the wider Partnership may attend Board meetings to observe, but not participate, in decision making or debate.
- 6.3 People attending as observers will be subject to the same protocols regarding confidentiality as all other Board members.
- 6.4 Meeting dates for the Board will be confirmed on an annual school-year basis with a forward plan being maintained by the Board.
- 6.5 Board meeting papers will be made available to the wider Partnership ten working days in advance of the meeting

8. Sub Groups

- 8.1 The Board may establish subgroups as required to deliver the agenda.
- 8.2 The membership and terms of reference of the subgroups will be agreed by the Board.
- 8.3 The subgroups will report to the Board.
- 8.3 The board may also establish working arrangements with subgroups of other organisations and agencies.

9. Functions of the Board

- 9.1 Promote sector-led collaboration between all schools in York for the benefit of the children and young people of the city
- 9.2 Champion a vision for 0-25 education in the city in the wider context of the Children and Young People's Plan
- 9.3 Build capacity in the system for school improvement, embracing and generating opportunities for school to school support
- 9.4 Commission a comprehensive range of high quality services needed to support schools – either from the local authority or external providers
- 9.5 Approve strategic plans concerning Early Years, Special Educational Needs, 14-19 Strategy, the education of Looked After Children, behaviour management and the education of children excluded from mainstream provision
- 9.6 Provide oversight and scrutiny of school admission arrangements and to consider any proposals for changes to school organisation
- 9.7 Carry out the statutory functions and duties of the Schools Forum. The statutory regulations concerning the duties and membership of the School Forum are subject to review and further change

10. Conduct

- 10.1 The Board and its members will commit to respecting the principles of Standards in Public Life promulgated by the Nolan Committee.

- 10.2 Where there is a potential conflict of interest for individual Board members about any specific item under consideration by the Board, mechanisms are in place for these to be openly and explicitly declared. At the discretion of the Chair the level of interest expressed could result in the exclusion of the partner from either the discussion or decision making element of the meeting for that particular agenda item. No Board member will have a prejudicial interest in a matter as a result purely of the matter affecting the sector that they represent.
- 10.3 Board members will recognise their role as trustees of educational provision within the City of York and will act collectively in the best interests of all children and young people.
- 10.4 In driving educational improvement on behalf of wider sector leaders the Board itself are committed to working together based on the following set of rights/responsibilities.

Rights	Responsibilities
Members should receive information that helps them to fulfil their role and make informed decisions.	Members should ensure that they are fully informed and share information with other partners and with their communities/customers.
Matters of a commercial or personal confidential nature must remain as such.	Confidential, commercial or personal information must not be divulged.
Members should be consulted on issues which affect planning of educational services .	Members should consult their sector/communities/customers.
Members may expect expert support from other members.	Members must contribute their expertise to fellow members where required/appropriate.
Members represent the views of their organisation and their customers on educational matters	Members obtain, reflect on and communicate the views of their organisation and customers.
All members are treated as equal, respected and valued.	All members treat each other as equal, with respect and value.
Deadlines, milestones and critical path processes, with adequate notice wherever	Members have the duty to meet deadlines, milestones and critical paths and , where

Annex 1
York Education Partnership Board
Draft Constitution, October 2011

possible, must be communicated to members.	this may prove problematic, to advise the Board accordingly
Members receive papers and agendas in advance .	Members prepare fully by reading papers in advance and contributing fully to the agenda setting, seeking the views of others as appropriate.
Members ensure their organisation/sector play an active role in contributing to task and subgroup activity.	Nominations for representation on task and subgroup work is welcomed and utilised.

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