

# MEMORANDUM OF UNDERSTANDING FOR THE GOVERNING BOARD PARTNERSHIP<sup>1</sup>

between

**BARHAM PRIMARY SCHOOL**

and

**PRESTON PARK SCHOOL**

## Background

This document sets out the agreement reached by the governing bodies of Barham Primary School and Preston Park Primary School, in consultation with the Local Authority and relates to the arrangements for a temporary interim executive headship between the two schools.

The purpose of the interim executive headteacher role is to lead and be accountable for all aspects of the Barham Primary School's leadership and management<sup>2</sup>. The Interim Executive Headteacher is accountable for the performance of each school to its governing board. The Interim Executive Headteacher remains an employee of Preston Park Primary School. Barham governing board will provide information as requested by Preston Park governing board to support the headteacher.

## 1. Purpose

- 1.1 This Memorandum of Understanding sets out the framework for partnership arrangements between the governing boards of Barham Primary School and Preston Park Primary School.
- 1.2 It describes the way in which the two boards will co-operate, collaborate and communicate.
- 1.3 It describes the roles, responsibilities and functions of the parties to this Memorandum.

## 2. Objectives of the parties

- 2.1 To work collaboratively, maximising the advantages of a shared Interim Executive Headteacher to ensure that:
  - The quality of education offered in both schools is of the highest standard enabling all children, no matter what their background is, to achieve as highly as they can.
  - The improvements in the quality of teaching, learning and assessment in both schools are continuous
  - The scope and depth of the curriculum across both schools is kept under continuous review so that it meets the needs of all children in both schools, offering engagement, challenge and support.

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<sup>2</sup> With the exception of governance

### **3. Appointment**

- 3.1 The governing bodies from Barham Park Primary School and Preston Park Primary School have appointed an Interim Executive Headteacher, [Georgina Nutton], who will have the overall responsibility for standards of achievement, the quality of provision, behaviour and safety, and leadership and management for both schools. A job description for Interim Executive Headteacher has been agreed and issued (see attached).

### **4. Secondment Agreement**

- 4.1 The Interim Executive Headteacher will have a secondment agreement, which will last from 1 September 2023 until 31 August 2024. The secondment agreement will have a two month notice period for standard early termination of the agreement. At the end of this agreement, the postholder will revert to their substantive post and commensurate salary.

### **5. Joint committee**

- 5.1 A joint committee will be formed to discuss matters of mutual interest, common concern and to share ideas and opinions. This will include regular reviews of the impact on the quality of provision at both schools and the number of days that the Interim Executive Headteacher is based at each school.
- 5.2 The joint committee would usually consist of the Interim Executive Headteacher and the Chair and Vice Chair of Governors from each of the schools and will meet at least once each term. The committee must appoint a chair and a clerk. The committee may request that the governing boards appoints associate members.
- 5.3 Reports from the joint committee will go to each of the governing boards for consideration and feedback.
- 5.4 The joint committee will have delegated power to deal with the pay and performance management of the Executive Headteacher and other relevant staffing issues. The joint committee will also have delegated power regarding the financial arrangements which will apply during the collaboration period. For example, determination of any payment on the basis of temporary additional responsibility for teachers, other than the Executive Headteacher, in each school, and the arrangements for reviewing and ending those payments.

### **6. Principles of successful collaboration**

- 6.1 Both schools will retain their existing character.
- 6.2 The two schools in this partnership will continue to be individual schools, and admission to each school will continue to be determined by the local authority and the governing board of each school.
- 6.3 The two schools will continue to receive separate delegated budgets.

6.4 The staffing structure of both schools will remain separate and determined by the governing boards of each school.

## **7. Areas for collaboration**

7.1 The partnership will seek to:

- Develop the skills and expertise of staff, to maximise learning opportunities and progress for the pupils in both schools
- Provide opportunities for staff development and learning for staff of Preston Park through their work with Barham Primary School.
- Provide leadership opportunities to support the professional development of staff in both schools.

## **8. Quality assurance and reporting**

8.1 All decisions must be made at individual governing board meetings.

8.2 The partnership will review its programme every term to evaluate and report its impact on each school.

## **9. Effective date and termination**

9.1 • This Memorandum comes into effect on 1 September 2023, and remains in effect until 31 August 2024 unless one of the governing boards notifies in writing to the other governing board of its intention to terminate, providing at least two months' advance notice for a usual early termination. Further information on terminations will be detailed in the secondment agreement.

9.2 The intention to terminate should be discussed at the joint committee prior to any notice being given.

## **10. Funding**

10.1 Barham Primary School will contribute towards the salary costs of the Interim Executive Headteacher each term. This should be in line with the salary offered by the governing board of Barham Primary School and accepted by the incoming Interim Executive Headteacher.

## **11. Publication**

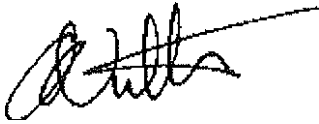
11.1 This Memorandum will be published on the respective websites of the two schools.

## **12. Review of Memorandum of Understanding**

12.1 This Memorandum will be reviewed in December 2023, and at every subsequent joint committee.

13. Signatories

Interim Executive Headteacher



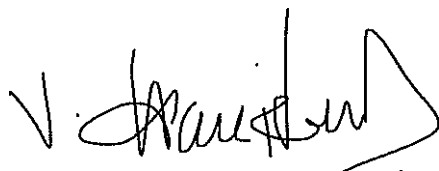
Date 27.09.23

Chair of Governors of Barham Primary School



Date 29.09.23

Chair of Governors Preston Park Primary School



Date 28.09.23

Corporate Director Children and Young People, Brent Council



Date 13/10/2023