

**VIP
VALLEY INVICTA PARK
FEDERATION**

**MEMORANDUM
OF
UNDERSTANDING**

INVICTA GRAMMAR SCHOOL

and

VALLEY PARK COMMUNITY SCHOOL

SCOPE

This Memorandum of Understanding concerns the relationship between Invicta Grammar School (IGS) and Valley Park Community School (VPCS) operating in the context of a newly formed Valley Invicta Park Collaborative Federation (VIPCF)¹. This VIPCF was established on the 1st January 2004. This document builds upon a review of the first draft Memorandum of Understanding produced in January 2004

This VIPCF is to be established in line with ‘**A Guide to the Law for School Governors**’ **February 2004**. It reflects the development of a mutually agreed relationship between two partners and sets out underpinning aims, roles, responsibilities and accountabilities for a successful collaborative partnership.

AIMS

The Federation aims to:

- Provide a shared vision - a purpose that will attract, retain and inspire staff and students and work towards the attainment of national and federation targets.
- Share knowledge, resources and skills through effective organisational management.
- Develop teaching and learning and assessment processes geared towards raising and fulfilling student, staff, parental and governor expectations to raise standards and expand the breadth of provision in line with 14-19 strategy.
- Establish the conditions for continuous improvement, rather than short term, non-sustainable reform.

The Federation will achieve these aims by identifying areas of collaboration between the two schools that when developed and adopted will bring benefit to one or both schools. The identification and adoption of best practice is seen as the initial process for developing such collaborative ventures.

ROLES AND RESPONSIBILITIES

Collaborative Federation Committee

The organisation proposed to direct and manage this (VIPCF) includes the Governing Body from each school and the establishment of a committee to oversee the day to day working of collaborative initiatives. Further sub-committees may be formed to develop and manage individual initiatives. These will report to the VIPCF Committee (VIPCFC). Membership of these will normally be members of staff from each school and co-opted experts.

¹ ‘Valley Invicta Park Collaborative Federation’ (VIPCF) is a soft federation – and not a collaborative as perhaps suggested here. Its name is merely reflective of the fact that this is a type of collaboration.

Each Governing Body will nominate three Governors, inclusive of the Chair from each Governing Body, to form the VIPCFC. These Governors will serve for a period of one year after which each Governing Body will review membership. Each Chair of Governors will remain a member for the duration of their appointment. The Executive Headteacher and the Head of School from each school will be asked to join the VIPCFC. The VIPCFC will appoint an independent clerk whose duties will be as a Clerk to a Governing Body. The LEA will be invited to nominate one member, who may serve to support the VIPCFC, but will have no voting rights.

The VIPCFC will annually produce a costed plan of all the collaborative activities and projects it wishes to undertake in the coming twelve months. These will be presented for joint approval to each school's Governing Body. The VIPCFC shall monitor this approved plan. On completion of the twelve-month period, a written report of progress shall be presented to each Governing Body. Reports shall also be presented to each Governing Body on a quarterly basis.

An Executive Headteacher has been appointed to lead and manage the VIPCF day to day operations and this person will report to the VIPCFC. Other staff to support these operations may be recruited at the discretion of the VIPCFC. The roles for the key staff will be as prescribed by the DfES guidelines – “Head: Breakdown for Executive Head and Head of School”.

The Role of the Executive Headteacher

1. To develop and lead a positive, productive and outcome focused partnership between the two schools.
2. To plan strategic policy changes with the aim of raising student attainment.
3. To exercise budget development over both schools' budgets.
4. To represent the VIPCF on a range of partnership and network groups and play a key role in the development of services within the LEA and school clusters.
5. To monitor and evaluate the participation of both schools within the Maidstone Excellence Cluster and Leadership Incentive Grant activity.
6. To work closely with the KCC Area Education Officer and Secondary Link Adviser to promote and develop models of collaborative working and to influence LEA and DfES policy in this area.

The Role of the Heads of School

Under the delegated authority of the Executive Headteacher, the Heads of School will have responsibility for the day to day organisation and operation of their school including management of the current year's budget. Their principal duties are as set out in their respective job descriptions and will be undertaken within a framework agreed with the Executive Headteacher and Governing Body that sets standards for quality and outcomes.

Structure and Accountability of the Executive Headteacher and Heads of School

The Executive Headteacher will report and be accountable to the VIPCFC for activity funded and for other collaborative work agreed by both Governing Bodies.

The Executive Headteacher will report and be accountable to both Governing Bodies for the strategic development of both schools, through representation at full Governing Body meetings.

The Executive Headteacher will exercise direct line management of the Heads of School in both schools.

The Heads of School will be responsible to the Executive Headteacher, however they will report independently to each of their respective Governing Bodies on the day to day management.