

Weston Federation (Weston Education Partnership) - Strategic Leadership Team

Terms of Reference and Operating Principles

Title	Strategic Leadership Team – SLT
Members	All headteachers of the member schools. Acting headteachers automatically become members. On a temporary basis deputy or assistant headteachers may act as replacements for the head.
Non voting	{ Weston Federation Director Weston Federation Assistant Director LEA representative }

Policy and Responsibilities

Membership of the Strategic Leadership Team (SLT) is defined by agreement to several key principles and ground rules. The partnership agreement is very explicit in defining the commitment necessary from individual Governing Bodies and from headteachers.

As far as the headteacher members of the federation are concerned, it is essential that not only is the agreement honoured, but the spirit of the agreement permeates federation activity.

Basic principles that will ensure the commitment of the 6 school communities to the vision of the federation can be defined as:

1. Taking responsibility for communication within the group.
2. Taking responsibility for each other – and for the success of each other's schools.
3. Playing to each other's strengths and recognising their contribution.
4. Playing an active role in federation activities.
5. Ensuring that you bring "your gifts to the party" – and others have the opportunity.
6. Embracing the principle of resolution, not compromise.
7. Accepting short term loss in favour of longer term gain.
8. Willingness to cede authority on occasion – and accept accountability.

Officers

There is a tendency amongst networks to believe that it is fair to rotate roles. Weston Federation believes it is far more efficient to play to the strengths of the members. If a member is skilled in a particular field, it makes sense for that member to assume that responsibility for the federation.

- Chair
- Vice Chair
- Clerk

Associate Members

The members of the SLT may invite other professionals with valuable experience or knowledge to become associate members. Associate members will have their membership renewed or rescinded at the Annual General Meeting (AGM).

Meetings

A schedule of meetings will be fixed for the calendar year. The first meeting in January will be the AGM. This meeting will deal with the election of officers and any other membership issues.

Meetings will then be held monthly and known as “the monthly meeting”. An agreed format for the agenda will be established and applied to each meeting. Any item notified to the Chair will appear as extra items on the agenda. Items tabled on the day of the meeting will appear as AOB. To be quorate 50% of the voting membership must be present.

The SLT will monitor progress against targets, receive an evaluative summary from each Strand Group and consider recommendations for strategic action to ensure delivery of agreed action plans.

Minutes

Minutes of the meetings and a register of attendance will be taken. They will be signed at the next monthly meeting as a true record and will then be submitted to the Strategic Management Board at its termly meeting.

The SLT may wish to establish sub groups to deal with specific issues. The workings of such groups do not require formal minutes but their actions will be reported to the main meeting.