

**From:** Chair, BHLP Strategic Board  
**To:** Brighton & Hove Learning Partnership (BHLP) Strategic Board  
**For:** Discussion and decision

**Paper SB 04/12****Brighton and Hove Learning Partnership Strategic Board: Terms of Reference****Purpose**

1. Provide the opportunity to generate and lead the learning strategy for the City, to achieve better provision and outcomes for every learner, in response to community need
2. Set the vision and direction for the City, engaging with policy-makers from the outset
3. Create effective educational strategy for the City by bringing together those with responsibility for policy with those experienced in implementation
4. Ensure all providers have a voice and that communication is good
5. Be a decision-making body with responsibility to feed back decisions
6. Ensure strategic mapping of how funding is deployed to ensure best use, keeping a clear eye on future priorities
7. Maintain a clear view of standards across the City, with a particular role vis a vis 'vulnerable' schools.

**Code of Conduct**

In order to optimise the way we work together in the interests of the young people we serve, we:

1. Acknowledge that initiatives to help young people which are perceived from the outset as likely to harm an individual provider or providers are highly unlikely to succeed
2. Commit to seek solutions which are 'win-win' in character. This means never walking away from the table and always making the effort to see things from another's point of view
3. Understand that since another provider's, or providers' objections may stand in the way of improving provision for young people, we all have to accept a degree of ownership of, and responsibility for solving such problems
4. Respect confidentiality when requested and do not take advantage of business-sensitive information which is shared in good faith

5. Communicate as openly and fully as required to facilitate discussions
6. Accept we have a duty to ensure the decisions and actions we take enhance the corporate reputation of the Learning Partnership
7. Commit to attending meetings and to sending a fully-briefed representative if unable to attend and undertake to report back to our Community Partnership or Operational Board
8. Empower attendees to make decisions, agree plans and commit funding
9. Undertake to ensure that we represent the Partnership, not our individual school, declaring and ensuring the difference between our unique role (eg as Head) and the Community Partnership or Operational Board which we represent
10. Agree to adopt the Seven Principles of Public Life
11. Operate with respect, sensitivity and challenge.

## Finance

1. The Board will maintain a succinct, transparent statement showing the main funding streams which finance education in the City (See Appendix 1).
2. The Local Authority has statutory responsibilities for the local funding formulae applicable for all early years and 5-16 provision, consulting schools and other providers through the Schools Forum. The Strategic Board should be asked for its advice on strategic educational matters and may ask schools through the Schools Forum to fund appropriate initiatives.
3. Funding for specific initiatives would follow from the Board's Work Plan which would follow from an educational needs analysis for the City.
4. The Board could fund its routine work ( see **Board meetings and Secretariat** below) either:
  - From the Dedicated Schools Grant (with the Schools Forum's approval, and assuming Government rules permit it). Only schools would thereby contribute (Universities, Colleges, Adult Learning, Voluntary Sector and Academies would not), or
  - From a Learning Partnership voluntary 'tithe' contributed by all Learning Partnership member organisations, or
  - A combination of DSG and tithe.

## Board meetings and Secretariat

1. We envisage the Strategic Board will meet once every half term for two hours with occasional email communication between.
2. This would imply the need for two support roles amounting in total to no more than one day a week:
  - Administration (room booking, emailing agendas etc)

- Partnership management (compiling agendas with Chair, e-consultation, ensuring actions points are actioned etc.)

## **Communication**

1. The Board will investigate the advantages to it of electronic communication.
2. All Community Clusters and Operational Boards will be asked to make time for 2-way communication, via their Board members, with the Strategic Board.
3. At Strategic Board meetings:
  - It will be assumed that members have read all the papers in advance of the meeting
  - There will be no oral reporting items. All matters for report will be written and won't be discussed unless a member requests discussion
  - In discussion, members will at all times be guided by the Board's purpose and values and code of conduct
  - Papers will:
    - state clearly what their purpose is (discussion, decision, reporting etc)
    - provide enough context to be understood by members not closely acquainted with the content
    - be evidence-based and/or values-based
    - be written in plain English, using footnotes to explain jargon where it cannot be avoided
    - be as succinct as possible
4. Meetings and, where possible business, will be calendared a year in advance. The Strategic Board will normally meet once every half term.

## **Decision-making**

1. We will keep the terms of reference for both the Learning Partnership and the Strategic Board open to change as need be.
2. We will keep open for the moment the question of liaison with, or representation for non-maintained or independent schools.
3. The Strategic Board will set educational strategy (NB not policy) for the City. It will:
  - Not expect to approve every educational initiative in the City but will expect developments to be congruent with its strategy
  - Expect to be informed of developments at an early enough stage for its comment to influence them
  - Be prepared to advise on, or adjudicate in difficult or contested issues.
4. Notwithstanding 3, the Strategic Board would expect to deal with any matter that was:
  - a. Relevant for more than one educational phase (ie. more than one of the BHP Operational Boards) and/or

- b. A significant matter for the City (ie. the Local Strategic Partnership would regard it as important.)
5. A Strategic Board meeting will be quorate if two thirds of the membership are present. Currently this equates to 18 members.
6. We will try to reach decisions by consensus. If this is not possible, a vote may be taken to be decided by a simple majority and the Chair to have a deciding vote in the case of a tie.
7. The Chair be empowered to take decisions and undertake communication between meetings, taking advice as appropriate from the Vice Chair and/or reference group (see point 7)
8. The Strategic Board will act as a reference group to advise the Chair on business requiring attention between meetings.
9. The Chair will report any action they have taken between meetings at the next meeting.
10. The Strategic Board should establish a data-sharing protocol, if need be, so there is as transparent as possible a picture of the quality of education across the City.

### **The Role of Chair**

1. To be in post for one year and in role of support for new Chair in year following.
2. Vice Chair also to be elected for two years with expectation they will chair for two years thereafter.
3. All Strategic Board members to be eligible to elect the Chair and Vice Chair.
4. Chair's Role will be to:
  - Chair Strategic Board meetings
  - Lead on organising the Strategic Board's business
  - Represent the Strategic Board and Learning Partnership
  - Manage conflict with sensitivity
  - Challenge unprofessional or inappropriate interjections, conduct etc vis a vis our code of conduct
  - Take responsibility for the Board's well-being
  - Facilitate discussion
5. To represent the Learning Partnership on the Local Strategic Partnership.

## Appendix 1 Educational Funding in Brighton and Hove [NB this is work in progress]

- 1. Dedicated Schools Grant (DSG)** - £148.355 million in 2011/12. This is the main funding stream for schools. It is paid from the Department for Education (DfE) to local authorities and forms the basis of each local authority's Schools Budget. Each local authority is responsible, with its Schools Forum, for deciding how its Schools Budget is split between funding for schools and other centrally funded provision (e.g. funding for pupil referral units and for some high cost SEN) and how the Individual Schools Budget is to be distributed between schools. For 2011/12 the DSG includes School Standards Grant, Standards Fund Grants that were previously paid separately by the DfE. A schools formula working group including head teachers and LA staff meets regularly to look at the detail of a range of schools funding matters and reports up to the forum with recommendations. The local formula must be within government regulations and approved by the EFA. It can be seen on-line at: [????](#)
- 2. The Schools Forum** must be consulted if the local authority wants to change the distribution of the Individual Schools Budget between schools, and the Forum decides on any breaches of the Central Expenditure Limit (CEL), any changes in the Minimum Funding Guarantee (MFG), and to agree the overall size and split of the DSG.
- 3. Individual schools** have their own governing bodies that are responsible for deciding their overall budget and must approve their plans in the summer term before submitting to the local authority.
- 4. The Pupil Premium** is additional to the DSG.
- 5. The Early Years Single Funding Formula...**
- 6. Academies** will be funded from 2013/14 from EFA mainly on the basis of the revised local formula set by the LA.
- 7. Sixth Form Funding (schools)** - £5.336 million in 2011/12. This is paid by the DfE to the Young People's Learning Agency (YPLA), who distribute it to schools with sixth forms through a national formula. The grant is paid via local authorities, and is part of each local authority's Schools Budget.
- 8. The long-term distribution method for Capital funding** has yet to be revealed. It may be appropriate for the Strategic Board to agree a statement of principle regarding its involvement in capital planning.

**9.** From 1 April 2012 the **Education Funding Agency (EFA)**, an agency of the DfE, will be responsible for funding local authorities both the DSG and Sixth Form Funding. The EFA will replace the two current funding agencies, YPLA (for 16-18 year olds' provision) and the Skills Funding Agency (SFA) which funds post-19 year olds' provision.

**10.** The City's two sixth form colleges, BHASVIC and Varndean are mainly funded by the YPLA (see 2. above) and in part by the SFA in respect of post-19 year olds' provision (see also 3. above). City College Brighton and Hove, a general further education college, is also funded by the SFA and YPLA (see also 3. above). The three colleges are governed by Corporations (Boards of Governors) and are entirely independent of the Local Authority (and have been since 1993).

**11. Adult learning**

**12. Voluntary sector**

**13. Other Grants?**

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