



**BIRMINGHAM SPECIAL SCHOOLS CO-OPERATIVE TRUST**

**Collaboration Agreement**

Adopted by the Board of Trustees 11<sup>th</sup> April 2019

Review Period	Annually at AGM
Reviewed & Agreed	8 <sup>th</sup> July 2020



## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

### Collaboration Agreement

Between:

- 1 Longwill School for Deaf Children;
- 2 Dame Ellen Pinsent School;
- 3 Hamilton School;
- 4 Baskerville School;
- 5 The Pines School;
- 6 Fox Hollies School

(together, the "Schools")

- 7 Wilson Stuart School
- 8 Calthorpe Academy
- 9 University College Birmingham
- 10 University of Birmingham
- 11 Hays

(together, the "Partners")

(taken together, the Schools and the Partners are the "Parties")

### Background

(A) The Parties are committed to supporting the activities of Birmingham Special Schools Co-operative Trust (the "**Trust**") and have agreed to work together in good faith to:

- a. advance the education of the learners of the Schools;
- b. advance the education of other members of the community; and
- c. otherwise to benefit the community  
in accordance with the terms of this Agreement.



Wilson Stuart School  
A Modern Academy

**Hamilton School**  
Serving to be a great school where people work together to transform lives



**Longwill**  
Partners for the Deaf Community



## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

- (B) The Parties agree that school improvement, performance and development of its staff are key areas of the Trust's strategy and that they all have a shared interest in contributing to the vision of the Trust with a range of expertise to support its aims and objectives.

### Co-operative Values

1. The Parties agree that in discharging their obligations under this Agreement they shall at all times act in accordance with the co-operative values self-help, self-responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others.
2. When considering applications from new member or partner schools or organisations, the Trust will keep these values in mind as an essential characteristic for admission to the Trust.

### Co-operative Trust Values

1. Having agreed to uphold the Trust's values, the Parties agree to adhere to a set of working protocols which will underpin all aspects of our collaboration. The parties will work in a manner which is underpinned by:
  - a. Trust
  - b. Confidentiality
  - c. Open and honest discussion
  - d. An appreciation of how actions can impinge and impact on others
  - e. A focus upon the workings of the Trust at a collaborative, rather than at individual school level

### Focus

2. The focus of the activities of the Trust shall be on the following key areas:
  - a. ensuring consistently high expectations across the Schools among learners, staff, parents and carers;
  - b. having open and honest relationships between the Schools and the Partners, helping each other reach common goals;





## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

- c. enabling all learners to access high quality teaching and learning experiences by sharing best practice, resources and staff between the Schools;
- d. developing creative and transformational approaches to help to raise attainment and achievement across the Schools;
- e. working more effectively with parents, carers and the wider community to promote health and well-being, develop an aspirational culture, based on more integrated approaches with other organisations working with learners and communities;
- f. working with outside organisations to help us be even more imaginative and creative in providing opportunities for family and community learning and wider cultural experiences; and
- g. to develop in all our children a sense of value, self-respect and responsibility that will ultimately enable them to live fulfilled adult lives at home, at work, at leisure and within a technological, global community;
- h. optimising business and procurement opportunities for the financial benefit of Trust school and partners;
- i. furthering the inclusion agenda within the city and region for the benefit of Trust schools and partners and the learners of the city with SEN more generally;
- j. providing performance and development opportunities for trust members and partners which secure continued and sustained excellent practice and outcomes for all trust school; and
- k. focusing upon provision of world class special education for the learners and learners of Trust schools.

### Trust Operational Matters

3. The central point of contact for Trust activities and communications sent in relation to this Agreement is the Trust Project Lead, at Dame Ellen Pinsent School
4. The Parties acknowledge that the Trust board meets on a termly basis. Each meeting is to be attended by:
  - a. the Head Teacher and Chair of Governors of each School;
  - b. the Head Teacher and Chair of Governors of each Partner School.





## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

- c. representative from each Partner organisation
- d. staff, community and parent representatives from Forum, once formed.

Dates of meetings of the Trust board are agreed in the summer term meeting each year. Quoracy for the meetings will be at least 50% of the total number of Board members. Proxy voting (via email) by Head Teachers will be permitted, however, representatives of the Head Teachers (e.g., DHTs) who attend the meeting in the event of the Head Teacher's unavailability, will not be eligible to vote at the meetings.

Commented [FH1]: Have added this in

5. A shadow Trust board consisting of representatives from the Schools' pupil councils will meet on a termly basis.
6. The Trust has the following main focus of Performance and Development, from which stems the following Groups:
  - a. Strategic Development
  - b. Workforce Performance and Development
  - c. Teaching, Learning and Assessment;
  - d. Finance and Procurement; and
  - e. Parent and Community.
7. Sub Group meetings are held on a minimum of a termly basis with dates circulated in June of each year for the following academic year. Notes from the meetings are circulated with action points and each member is required to report to the Project Lead on the actions agreed at Sub Group meetings.
8. The Trust will consider new member or partner's applications thoughtfully. This would be through a formal application process, which would take place on a termly basis. The co-operative values of the Trust guide and influence the open, democratic and caring ethos, which is held by all Trust schools. Consideration of the ethos, values and principles of new schools is therefore important to ascertain the extent to which new school would align themselves to the existing Trust. Therefore, any new applicant school would have the opportunity to visit the schools within the existing Trust and, likewise, Trust members and partners visit the school and meet with school staff as part of the joining process.





## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

### Schools' Obligations

9. The leadership and governors controlling the School will ensure that the Schools shall:
- participate fully in activities to contribute to school improvement;
  - participate fully in cross school activities that benefit learners' learning and development
  - participate in a robust and challenging peer review process annually in which each School agrees to be reviewed and to undertake the role of reviewer,
  - ensure that their respective head teachers or their representatives attend meetings of the Trust's Teaching, Learning and Assessment Sub Group;
  - subject always to the provisions of data protection legislation, share data with one another at key points in the academic year. Such data shall include but shall not be limited to pupil progress and attendance data;
  - release such staff as the Trust's Teaching and Learning Sub Group shall agree for staff for networking, professional development training and joint project activities subject to the relevant School agreeing that any such release would not be to the material detriment of the School;
  - collaborate in an annual Trust conference, providing high quality CPD for its member and partner schools;
  - each have the opportunity to provide a member of their senior leadership team to sit on the governing body of another School as an associate member;
  - permit at least one representative from another School to sit on the interview panel for the recruitment of head teacher/head of school posts, and agree to support the recruitment process for other posts when invited to do so;
  - use an agreed statement of expectations and benefits of working in the Schools in all job advertisements and using the Trust's strapline;
  - each provide copies of their school improvement plan to the Project Lead. The co-operative values set out in clause 1 and Trust development shall be integral to the school improvement plan;

Commented [FH2]: Have not added in the bit about being led by/including an external agent as this was not agreed at October's meeting



Wilson Stuart School  
A Modern Academy

**Hamilton School**  
Striving to be a great school where people work together to transform lives



**Longwill**  
Partners in Learning



## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

- l. provide the Project Lead with details of all INSET dates, key contacts for subject or year group lead, Governor information, parents' evenings and school events, whilst always acknowledging the independence and rich diversity within our Trust schools;
- m. jointly collaborate in the creation of a vibrant and dynamic Trust website, which supports the work of the Trust as well as providing information as to its work to the wider community;
- n. agreeing to support Trust members and partners during any OFSTED inspection by providing a Head Teacher representative to be present throughout an inspection; and
- o. Offering expert advice, guidance and support upon any aspect of SEN to member and partner schools.
- p. Consider that if any school were to be deemed as inadequate by OFSTED and thus be required to seek sponsorship from a MAT, then one of our two of our partner schools, could offer to act in this capacity. The Board retain the right to review membership of the Trust if one of the schools joins a MAT outside of the Trust (if one of the partner academies is re-brokered).

### Partner Schools Obligations

The Partner Schools, currently, Calthorpe Academy and Wilson Stuart School, agree to conform to all of the expectations and requirements of Member Schools as outlined in the Background, Focus, Cooperative Values, Operational Matters and School Obligations sections as previously described.

### Partners' Obligations

The Partners acknowledge that they have been selected carefully for their expertise and ability to contribute to the vision of the Trust and agree that they shall respectively provide the following services to the Schools, in each case in accordance with a protocol agreed between the Trust and the Partner in question:

### University College Birmingham, as an academic organisation, shall:

- a. Support CPD to a range of staff in schools from non-accredited through to master's level qualifications
- b. Work in partnership with staff in schools or independently to conduct research regarding areas of mutual interest and benefit
- c. Work in partnership to develop apprenticeship staffing within the schools for both support staff and aspiring teachers



Wilson Stuart School  
An Independent Academy



Longwill  
Partnership for Education



## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

- d. Work in partnership on Initial teacher training including school direct
- e. Continue to develop placement activity for UCB learners in school settings
- f. Support SEN development
- g. Provide aspirational activities for learners
- h. Provide a venue/base for the co-operative trust meetings

### University of Birmingham, as an academic organisation will strive to provide:

- a. Career Progression Development programmes that school staff can apply to;
- b. Aspirational activities that school learners can engage with;
- c. Informed advice and mentoring to school staff
- d. Opportunities for schools to be involved with the University's research;
- e. Signpost University students to placement opportunities at the "Trust"
- f. Provide a venue/base for the co-operative trust meetings

### Hays

- a. Advice on recruitment. Provide a range of CPD events across the year as well as priority access to workshops, seminars and networking events.
- b. Support Student access to employment.
- c. Offer Safeguarding Support at a reduced rate
- d. Provide a venue/base for the co-operative trust meetings

The Partners shall each send a representative to each meeting of the Trust board and each meeting of each Sub Group wherever relevant and practicable.

### Any former one of the Schools who become a Partner as a result of becoming an Academy, joining a Multi Academy Trust or otherwise shall:

- a. participate in activities to contribute to school improvement (including but not limited to pupil council, shadow trust board, peer review, sports days and music)
- b. participate in cross school activities that benefit learners' learning and development. (including but not limited to moderation and training for staff)
- c. continue to contribute towards the salary of any employee of the Trust on the same basis as when one of the Schools (based upon percentage of budget [place + banded top-up funding]);
- d. hold an annual 'celebration' day to commemorate the anniversary of the Trust and pay any funds raised into the Trust budget for use for activities that benefit the aim and goals of the Trust set out in this Agreement.

**Commented [FH3]:** Have changed this from 'based on pupil numbers'

**Commented [FH4]:** Have changed this from 'bank account' – as we don't have a bank account, the money is being held in a separate cost centre within one school's budget



Wilson Stuart School  
An Academy



Longwill  
Partnership for Education





## Birmingham Special Schools' Co-operative Trust

*'Strengthening Education through collaboration and providing enjoyment, achievement and aspirations to all learners and their families'*

### Financial

All schools and academy partners shall contribute, as above, a percentage of their annual budget (place + top-up funding) towards a Trust budget, which will be held in a separate Cost Centre in one of the schools' budget.

The amount of each school's contribution will be reviewed annually at the summer meeting.

### Termination

- Any Party may terminate its own obligations under this Agreement on one academic year's notice.

### General

- Each Party is responsible for its own costs in relation to its Trust activities unless agreed otherwise.
- Participation in the activities of the Trust shall not preclude any of the Parties from continuing to work in or co-operate with any other partnerships in which they may be involved.

This agreement has been entered into on the date stated on the front cover and it will be reviewed annually at the Birmingham Special Schools Co-operative Trust Annual General Meeting (AGM).



Wilson Stuart School  
A Modern Academy

**Hamilton School**  
Striving to be a great school where people work together to transform lives



Longwill  
Partnership for Education