

## **Operational Group - Portsmouth Education Partnership**

### **Terms of Reference**

#### **1. Purpose**

The purpose of the Operational Group is to provide the professional workforce, expertise and advice that will enable the Strategic Board to carry out its strategic function, particularly in relation to improving standards of teaching and learning. It will be the engine behind the Partnership, responsible for analysis of data and trends, performance management and agreeing support for schools causing concern.

Additional sub groups / task and finish groups may be established to focus on other priorities working alongside the Operational Group.

#### **2. Terms of reference**

The Operational Group will:

1. Present to the Strategic Board a recommended annual programme of work, package of support and allocation of resources to achieve agreed outcomes that include school improvement but also other areas that may warrant support (and where sub groups or task and finish groups may have to be convened).
2. Undertake an initial high level desk top review and evaluation of all schools in order to identify for the Strategic Board those that are a cause for concern and would benefit from targeted challenge and support and those that may benefit from other support and CPD. For LA Maintained Schools this will form part of the school improvement contract between PCC and the Portsmouth Teaching School Alliance.
3. Present to the Strategic Board a half termly report on the identified / supported schools using data and other evidence to monitor impact and progress

#### **3. Membership**

The membership of the Operational Group is as follows:

- Director of Learning, Portsmouth Teaching School Alliance (*Jo Peach*)
- Deputy Director of Children's Services - Education (*Mike Stoneman*)
- Director of the Maths Hub (*Barbara Rogers*)
- x6 Headteachers - Primary, Secondary, Special, Academies (*Sara Spivey, Debbie Anderson, Daemon Hewitt-Dale, Simon Graham, Alison Beane*)
- PCC data team representatives (*Penny Lane, Andre Mere*)
- Other PCC officers (*Julia Katherine, Neil Stevenson*)

#### **4. Chairing, frequency of meetings and secretariat**

The Operational Group will be chaired by a Headteacher.

The Group will meet at least half termly.

Minutes of the meetings of the Operational Group will be circulated to all members as soon as available and formally agreed at the next meeting of the Strategic Board. The Agenda and supporting papers will be sent out at least one week in advance of each meeting.

In the first two years of the Partnership, the local authority will co-ordinate and administer the meetings of the Operational Group and take minutes, unless other arrangements are agreed.