



Memorandum of Understanding

Ad Astra Academy Trust

Version:	1.0
Date produced:	December 2016
Type of organisation:	Ad Astra Academy Trust Headteacher Board.
Established:	January 2015
Location:	Tees Valley

1 INTRODUCTION

In January 2015, Ad Astra Academy Trust was formed through the shared vision and collaboration between primary schools in Hartlepool initially. In 2017 we expect to have 5 primary schools covering three local authorities in the Tees Valley. The purpose of the Headteacher Board to allow the headteachers to share processes and support school improvement through a variety of collaborative opportunities and services as well as trust support and challenge. These meetings will also prepare the trust board more effectively regarding the position in each school in terms of standards, finance and compliance.

2 AIMS

Working together, the Headteacher Board aims to:

Establish trust amongst colleagues.

Co-ordinate professional development opportunities that leads to improved pupil progress.

Enable leaders to lead schools efficiently by focusing on the things that matter.

Promote Ad Astra Academy Trust across the region.

Develop leaders at all levels with support and guidance.

3 MEMBERSHIP

The Headteacher Board consists of the following members:

Andy Brown OBE

(CEO Ad Astra Academy Trust)

Charlotte Haylock

(Head of West View Primary School - Hartlepool)

Julie Thomas

(Head of Brougham Primary School - Hartlepool)

Mandy Hall

(Head of West Park Primary School- Hartlepool)

Eddie Huntington

(Head of Rosebrook Primary School- Stockton-On-Tees)

Lynne Chalk

(Head of Kader Academy- Middlesbrough)

Heather Jackson

(Head of School Improvement- Ad Astra Academy Trust)

4 MEETINGS

Meetings of the Headteacher Board take place on a monthly basis ordinarily at Queens Meadow. The CEO will Chair the meeting. The following have been agreed as standard discussion items on each agenda:

- School inspections and external moderations (including EDT)

- Moderation
- Curriculum opportunities (SEND, mainstream, gifted and talented)
- Data analysis and systems
- Buildings, finance and risk management, Policies and procedures
- CPD (leadership, teachers and teaching assistants, office and trust staff)
- Extra services (learning support, Educational Psychologists, health, SEND etc)
- IT
- Child protection
- Human Resources
- Internships, secondments and talent spotting
- Strategic partners
- Trust Governance
- Feedback from Tees Valley Alliance, Teaching Schools Alliance and RSC
- Trust Growth and Business Plans

Any additional items will be agreed prior to each meeting between the clerk and members.

5 CONDUCT

Members are expected to:

- Strive to attend all meetings, sending any apologies to the clerk;
- Prepare for the meeting by reading the agenda, papers and e-mails before the meeting;
- Talk to the CEO/clerk before the meeting if anything needs to be clarified;
- Arrive on time. Stay to the end;
- Participate fully in the meeting;
- Listen to what others have to say and keep an open mind;
- Contribute positively to the discussions;
- Switch off electronic devices e.g. mobile phones;
- Help others concentrate on the meeting by discouraging side conversations;
- Have the best interests of the trust in mind always;
- Draw attention to any potential conflicts of interest that may arise in the meeting;
- Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting;
- Treat each other with dignity and with respect;
- Avoid offensive or insensitive comments or language;
- Respect confidentiality; no information or documentation circulated between the group is to be shared with any other outside parties without the consent of the trust;
- Avoid bringing the trust into disrepute;
- Express dissent where necessary, but avoid conflict.

DRAFT