

Collaboration Agreement between the Governing Bodies of: Crofton School^[1] and Baycroft School

Terms of Reference

Collaboration Regulations

The Collaboration Regulations 2007 allow for two or more governing bodies to agree to work together to provide for increased flexibility and make better use of neighbouring governors' expertise. The regulations allow for Governing Bodies to 'convene joint meetings' and 'exercise joint functions' in the same way that they may delegate them to a committee within either of their single governing bodies.

Name of Committee

To be known as a Collaborative Committee.

Purpose of collaboration

The above schools' Governing Bodies have agreed to convene a joint collaborative committee for the purpose of potential staff hearings, appeals panels, pupil exclusions, complaints and other panels. Collaboration between the above governing bodies will allow for a greater degree of impartiality on such issues. A collaborating Governing Body may choose, but is not required, to call upon the Collaborative Committee only if the collaborating Governing Body is unable to provide sufficient governors without prior involvement for a hearing from among their own number.

Membership and Appointment

- Membership will consist of any three governors from a collaborating Governing Body who have had no prior involvement in the matter.
- Each panel must always have at least one member from the Governing Body of the school handling the case.
- Any governor who has participated in a panel for a staffing decision cannot sit on the appeal panel against that decision.
- At least one governor serving on the panel will have received appropriate training.
- The Committee to be clerked by an experienced Clerk who will be trained and can advise appropriately.
- Each panel will appoint a panel chair once convened.
- In the event of a potential Employment Tribunal, members of the Hearing Panel may be called upon to give evidence.

Frequency of meetings and quorum

1. The Collaborative Committee will meet as and when required.
2. Panel – 3 governors (+1 reserve) - at least one from the school handling the case - the remaining to be appointed from any other school,
3. The quorum for meetings of the Collaborative Committee will be three governors.

¹ At Crofton School the Governing Body is referred to as the 'Academy Committee'

Functions and Delegation of powers

All governing bodies agree to delegate their Governing Body responsibilities in these areas to the Collaborative Committee on a case by case basis and in accordance with need. The Collaborative Committee will be responsible for making any initial decision and any appeal decision on behalf of the schools' Governing Bodies – only where the collaborative committee is called upon.

The collaboration arrangement means that the governors of the schools represented on the panel are making a decision on behalf of the governors of another school. The employer and the Governing Body of the school for which the panel was called will be responsible for dealing with any potential claim arising out of the case. The employer is recognised as the Local Authority.

Budget

Meetings will be organised by the school requesting the panel. Governors may claim appropriate expenses from their own school in line with each school's own policy for governor allowances. The cost of clerking will be met by the school requesting the panel.

Reporting guidelines

Items of the Collaborative Committee's meetings (including the panel hearings) will be treated as confidential.

Outcome of the Panel's decisions and any relevant statistics may be reported to the governing bodies involved in the panel in general terms only in line with current governing body practice on reporting staffing and confidential pupil matters.

Review arrangements

The Collaborative Committee arrangements will be reviewed annually, by each full governing body in line with committee review processes. Should any of the schools wish to withdraw from the arrangements, they are required to give notice of one term.

Regulations

The School Governance (Collaboration) (England) Regulations 2007

The School Staffing (England) Regulations 2015

School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Reviewed and approved by:

- Crofton School Academy Committee on 11 March 2025
- Baycroft School Full Governing Body on 27 March 2025

Due for review:

Spring 2026