

Sussex Teacher Training Partnership

Strategic Executive Board Terms of Reference

Vision

The Sussex Teacher Training Partnership seeks to promote excellence through a drive to sustain high quality provision and outcomes for trainees. The leadership of the programme is rooted in an accurate understanding of local, regional and national teacher recruitment needs.

The Sussex Teacher Training Partnership is committed to supporting the recruitment and retention of high-quality teachers across the south east through rigorous recruitment and selection processes and excellent training. The partnership works collaboratively with all local schools and academies.

Schools are strongly engaged in the strategic direction and day-to-day delivery of the programme. Senior leaders and inspiring practitioners support recruitment and selection; provide strategic leadership for the programme; support quality assurance systems and deliver evidence-based training. The partnership aspires for all trainees to become excellent teachers serving children and young people in our communities; it strives to ensure that trainees are well prepared for the realities of teaching and can be an asset to the profession from the start of their careers.

Membership

The Strategic Executive Board consists of senior leaders, experienced in Initial Teacher Training (ITT) from schools representing the geographical and socio-economic diversity of East Sussex.

- Robsack Wood Primary Academy and Teaching School
- Iford and Kingston Church of England Primary School – Andrew Dobell - Chair
- Manor Primary School – Margaret Coleman
- The Haven Voluntary Aided C E Methodist Primary School – Sharon Trathen
- St Mark's Church of England Primary and Teaching School – Claire Rivers - Vice Chair
- University Of Brighton Academies Trust Representative – Marianne Brand (Blackthorns Primary Academy, until January 2020)
- STTP Programme Director and STTP Training Lead – Caroline Thayre and Kirsty Wilson
- East Sussex Primary Board representatives – Margaret Coleman, Andrew Dobell and Claire Rivers
- Trainee Representatives

The Chair of the Strategic Executive Board will be nominated and appointed on an annual basis and will not include a member of the programme delivery team. The Chair, in conjunction with the STTP Training Lead, will be responsible for issuing agendas in advance of meetings and will arrange for action points to be recorded.

Papers will normally be circulated seven working days before the meetings, but in exceptional circumstances only, papers may be tabled at the meetings. Minutes and Action points will be distributed to members within five working days.

Quorum: One third of the members of the Strategic Executive Board

Responsibilities

The Strategic Executive Board will:

- provide strategic overview and direction, challenge, moderation and quality assurance for the STTP
- ensure compliance with current ITT legislation and conditions of grant
- oversee the annual improvement plan including regular evaluation of the scope of provision and identification of opportunities for improvement
- scrutinise, recommend approval and monitor the programme budget and ensuring compliance with funding agreements, schemes of delegation and the University of Brighton Academies Trust's financial regulations and procedures
- review trainee achievement, progression, attainment and employability
- oversee and contribute to robust and fair processes the recruitment and selection of trainees
- report progress on a termly basis (3 times a year) to the University of Brighton Academies Trust's Board of Trustees, highlighting issues, concerns and risks

The Sussex Teacher Training Partnership and its partner schools are committed to safeguarding and promoting the welfare of children and young people and expect all trainees and partners to share this commitment. In order to ensure all trainees recruited to the programme, our recruitment and selection procedures is in accordance with national guidance. All trainees are subject to satisfactory pre-employment checks, including an Enhanced Criminal Records with Barred List check through the Disclosure and Barring Service (DBS).

Meeting arrangements

The Strategic Executive Board meets six times a year; all meetings will be held virtually via Microsoft Teams.

During 2020/21 the meeting dates will be:

Thursday 12th November 2020

Wednesday 20th January 2021

Wednesday 10th March 2021

Wednesday 5th May 2021

Wednesday 23rd June 2021

Thursday 15th July 2021

Reporting and accountability

Financial accountability is set out in the separate Scheme of Delegation.