

## Sussex Teacher Training Partnership

### Strategic Executive Board Terms of Reference

#### Vision

At the Sussex Teacher Training Partnership, every trainee matters. Our passion is to use evidence-based training to develop excellent teachers who will positively impact the lives of pupils across Sussex and beyond, empowering them to become educated global citizens. We provide an ambitious curriculum, which supports the embedding of expert knowledge alongside up-to-date pedagogical skills. We offer a bespoke programme which is rigorous in providing each trainee with the individualised support they need, recognising that this will not be the same for everyone. We are aspirational in our approach, challenging all trainees to have the highest expectations of themselves and their pupils. We strive to develop strong relationships with stakeholders, encouraging trainees to work collaboratively with expert practitioners across the partnership. Our shared aim, as the Sussex Teacher Training Partnership, is to fully equip our trainees to be inspirational educators in a long and successful teaching career.

#### 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
- 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 – TBC
- St Lawrence CE Primary School – Marianne Brand
- STTP Programme Director and STTP Assistant Director – Caroline Thayre and Mandy Lanham
- East Sussex Primary Board representatives – Margaret Coleman and Claire Rivers
- Trainee Representatives – Kerry Hopkinson and Hazel Flaherty

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 Assistant Director, 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 - progress & 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 2021/22 the meeting dates will be:

- Wednesday 15<sup>th</sup> September 2021
- Wednesday 10th November 2021
- Wednesday 12th January 2022
- Wednesday 2nd March 2022
- Wednesday 27th April 2022
- Wednesday 29th June 2022
- Wednesday 13th July 2022

## Reporting and accountability

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