

# Annex 3: Template for a memorandum of understanding for Community Focused Schools

Please note that this is not a legally binding document. It is meant to be a tool for you to use and amend as appropriate to support the governance arrangements for managing Community Focused Schools developments. Where we have given a number of options, you will need to select those which are relevant to your school/cluster.

## Governance arrangements

The governance arrangements for managing a Community Focused Schools developments [at XXX School/across the XXX cluster of schools] are set out below.

These arrangements will be reviewed [yearly].

The management of Community Focused Schools developments will take place through (use whichever is appropriate):

- the full governing body
- or
- a sub-committee of the governing body
- or
- a Community Focused Schools steering group
- or
- a Community Focused Schools steering group for the XXX cluster of schools.

## Frequency of meetings

The group will meet [every month/every eight weeks/half-termly/termly].

Special meetings of the group will be called as needed in response to particular circumstances, which will include the following (use/amend as appropriate):

- to make urgent decisions about the use of funding;
- to consider urgent applications for funding;
- to consider any complaints in relation to the delivery of Community Focused Schools provision.



## Membership of the group

Membership of the group includes (use as appropriate):

Membership	Name and organisation (where relevant)	Contact details (phone and email address)
Full governing body		
Nominated governor for Community Focused Schools		
Non-governor members of committee of governing body		
Headteacher and/or a member of the school's Senior Management Team (SMT)		
Community Focused Schools co-ordinator (if in post)		
Parental representation		
School Council representation		
Community representation		
Other stakeholders		

Where the group covers a cluster of schools:

Membership	Name and organisation (where relevant)	Contact details (phone and email address)
Nominated governor from each of the schools		
Headteacher and/or a member of the SMT from each of the schools		
Community Focused Schools cluster co-ordinator (if in post)		
Parental representation from each of the schools		
School Council representation from each of the schools		
Community representation from the communities in the school cluster area.		

## Meetings

The chair of the meetings is [X].

[X] will be responsible for co-ordinating and servicing meetings.

For a school cluster:

[Named contact] at [X] School will take the lead in co-ordinating and servicing meetings. [Responsibility will change from school to school on a rota basis.]

## Decision making

The quorum for making decisions is one-third, apart from the election of the chair, where it is two-thirds.

## Roles and responsibilities – terms of reference

- To develop and agree a vision for Community Focused Schools.
- To manage the development of a Community Focused Schools strategy/action plan.
- To consult on developing a Community Focused Schools approach.
- To provide strategic management and leadership support to the headteacher over Community Focused Schools developments.
- To make decisions about the use of funding for Community Focused Schools, in line with the requirements of WAG or the LEA, and in line with the vision and action plan.
- To ensure that Community Focused Schools developments are built into the School Development/Improvement Plan in a way that supports the priorities of the SDP.
- To ensure that the Community Focused Schools provision addresses needs identified in the consultation.
- To monitor and evaluate Community Focused Schools developments against the action plan.
- To provide [monthly/termly] monitoring reports to the LEA's Community Focused Schools co-ordinator.
- To ensure that the necessary arrangements (such as those relating to health and safety, child protection, accessibility and insurance) are in place for providing Community Focused Schools services and activities.

## Delegated responsibilities

The [headteacher/member of SMT/the school's/school cluster's Community Focused Schools co-ordinator] is responsible for the day-to-day management of the Community Focused Schools developments. This includes:

- making decisions about funding, up to [£XX];
- meeting with external providers as needed;
- making decisions on existing and new Community Focused Schools activities and services, in line with the school's vision for Community Focused Schools, the action plan and the School Development/Improvement Plan;
- acting as the initial link between the school/school cluster and the LEA's Community Focused Schools co-ordinator.

The [headteacher/member of SMT/the school's/school cluster's Community Focused Schools Co-ordinator] will provide updates against progress at each meeting.

## Relationship with the full governing body

The decisions that must be taken by the whole governing body are set out in *The Government of Maintained Schools (Wales) Regulations 2005*. But generally these would not include decisions in relation to Community Focused Schools developments. The governing body must agree on the establishment, terms of reference, constitution, membership and extent of delegation of any committees. An annual review must also take place.

## Further information

- For more information on governance arrangements, see section 3 of this guide, 'Managing Community Focused Schools'.
- For more information on managing Community Focused Schools developments, see 'Section 3: Leading and managing Community Focused Schools' in *Community Focused Schools: Making it Happen – a Toolkit*.