

Schools and Local Support Teams Partnership Working Group

Terms of Reference

Reporting to: The Schools Forum (Steve Barr – Chair)
Families First Management Team (FFMT) (Richard Hancock - Head of Families First)

Sub-Group(s): To be established as and when required.

1. Purpose

To enable Staffordshire schools and Families First to jointly secure continuous improvement in the delivery of support to children and young people with additional and unmet need.

2. Context

A joint review of the impact of LSTs on children, young people, families and schools across Staffordshire was commissioned by the Schools Forum in March 2015: the review reported back to the Forum in December 2015. A Head Teacher Reference Group was established to steer the review: the Group was supported by officers from Families First.

The consistent and overarching priority for the Review was to better understand the impact that the work of Local Support Teams has on **Outcomes for children and young people**, and to ensure that schools and Families First could jointly secure a clear understanding of how LSTs could better work with schools to secure continuous improvement in the achievement of the most effective support for children and families. As part of this, three themes emerged from each of the consultation processes. These highlighted the need to secure improvement in:

- **Consistency** - of practice by Local Support Teams across all 8 districts, and a county-wide focus on improving the quality of that practice
- **Capacity** - ensuring that there is a clear and shared understanding of the role of Local Support Teams, and that there is sufficient capacity for them to be able to fulfil that role.
- **Communication** - improving communication between schools and Local Support Teams as an essential component for improved collaboration when working with children and families.

A key outcome for the Review was also the development of a framework to secure accountability to schools for addressing these issues, and for clearly demonstrating the impact of the involvement of LSTs on outcomes for children and families.

Schools Forum asked that the Head Teacher Reference Group be expanded and charged to work on its behalf with Families First to oversee the implementation of the

agreed joint actions, evaluate the impact and to ensure continued momentum for continuous improvement.

3. Objectives

The Partnership Working Group's objectives (not an exclusive list and subject to review) could include:

- Successfully implement a new joint Performance Framework;
- Monitor progress towards agreed joint performance targets;
- Ensure regular engagement with children, young people, parents/carers, School colleagues and LST practitioners (in line with the performance framework);
- Analyse and evaluate the findings from engagement and other insight to understand challenges, gaps, strengths and achievements;
- Implement an agreed joint action plan to resolve issues and gaps and to build on strengths and innovative best practice across the county;
- Finalise and review annually the Joint Working Protocol;
- Seek examples of innovative and best practice nationally;
- Share updates on regional and national developments such as policy changes;
- Engage on relevant future proposed internal changes that may impact on the partners and promote co-design opportunities, such as changes to ways of working and documentation;
- Regularly update the Schools Forum, FFMT and the Strategic Commissioner for Education and Wellbeing on progress and challenges and adapt action plans accordingly based on feedback.

4. Deliverables

The deliverables of the group to include (not an exhaustive list and subject to change):

- Presentation of an annual report on performance by Local Support Teams and on joint developments, to Schools Forum (next report due: July 2016)
- Commission the annual survey of school leaders on the impact of the work of Local Support Teams, analyse and report on the findings, as part of this report.
- Regular monitoring of county-wide performance using the agreed Joint Performance Framework;
- Act as a consultative body for the Families First Local Support Team Offer to Schools.
- Agree and drive a Joint Action Plan, including the piloting of innovation and changes to business processes, workforce and organisational development;
- Relevant joint communications to Schools, LSTs and other partners as applicable (such as following co-development of new processes);
- Development of an agreed Joint Working Protocol;

5. Membership

The membership of the group to include:

School Representatives	Representatives from each district and stage (including a Special School and PRU)
-------------------------------	---

	<ul style="list-style-type: none"> • Head Teachers • Deputy Head Teachers • Pastoral/Inclusion Leads
Families First Representatives	Strategic Lead for Targeted Services County Manager Targeted Services (East) Business Improvement and Development Team Manager
SCC Commissioner Representative	County Improvement Manager for Education Inclusion
SCC Finance	Senior Finance Business Partner (as and when required)

6. Responsibilities of the Joint Chairs

The Partnership Working Group Joint Chairs will be responsible for:

- Sharing updates and reports with the Schools Forum, FFMT and the Strategic Commissioner for Education and Wellbeing;
- Overseeing the implementation of the Joint Action Plan;
- Promoting open, positive and constructive discussions;
- Nominating leads for pieces of work as and when applicable.

7. Responsibilities of the Group Members

The Partnership Working Group members will be responsible for:

- Actively participating in the group through attendance, discussion and review of papers;
- Represent the collective views and opinions of their colleagues, sharing their expertise and experience;
- Promote open, positive and constructive discussion and debate;
- Progress any actions allocated to them in accordance with agreed timescales and with appropriate updates to the Partnership Working Group as applicable.

8. Frequency of Meetings

The Partnership Working Group will meet on a half termly basis. Any necessary changes to the scheduled meeting dates or additional meetings required will be confirmed by the Joint Chairs.