



**Charter Teaching School Alliance
Membership Agreement
2018-2019**

Purpose and Scope

This document is designed to clarify for members the common goals of Charter Teaching School Alliance (TSA), how these will be achieved and the commitment required from Alliance Members. By signing the Membership Agreement, schools will be agreeing to the management structure and governance of the group, and accepting the aims of the Alliance which include working collaboratively and supporting other schools. The document is not a contract, so schools are not entering into any legally binding arrangement, by signing, schools make a commitment to engage with the Alliance and help it to achieve its stated aims.

The purpose of this Membership Agreement is to provide a clear and simple outline of the roles, responsibilities and expectations of Charter TSA membership. It is the basis of trust and transparency upon which all successful partnership relationships are built.

The specific goal for Charter TSA is to work with Strategic Partners and Alliance Members to develop a collaborative approach to school improvement.

Leadership and Governance Structure



The Strategy Group is responsible for the strategic leadership and oversight of the Alliance. The Operations Group provides all Alliance members with an opportunity to

provide feedback on Alliance activity, share effective practice and contribute to key decision making.

Strategic Partner Organisations

Charter TSA is delighted to be working in partnership with other local teaching school alliances through Lincolnshire Teaching Schools Together (LTT) as we believe that engaging in an outward looking approach to developing a self-improving school-led system supports improved outcomes for all our students.

Strategic Partners include:

- Connect Teaching School Alliance
- Equate Teaching School Alliance
- Keystone Teaching School Alliance
- Kyra Teaching School Alliance
- LEARN Teaching School Alliance
- Lincolnshire Teaching School Alliance

Alliance Members

To ensure that the work of Charter TSA is sustainable and impactful, we ask that Alliance Members commit to the following responsibilities:

- Work collaboratively and inclusively to achieve the aims and objectives of Charter TSA
- Involve Charter TSA in school improvement planning
- Subject to capacity, recruit and supply system leaders to support the work of Charter TSA
- Provide expert staff to contribute to the delivery of CPD/School-to-School support
- Promote Charter TSA on the school website and allow Charter TSA to highlight links with the school
- Enlist Charter TSA to act as your Appropriate Body for NQTs
- Respect the sensitive nature of some of Charter TSA's work and maintain confidentiality
- Understand the need to work with Strategic Partners to quality assure the work of the Alliance
- Ensure representation at half-termly Operations Group meetings and support the work of Charter TSA

Membership Charges

There is no membership fee for joining Charter TSA; we value contribution and collaboration over financial gain.

Our membership is inclusive regardless of sector, type or Ofsted rating. We believe that all schools have something to share. We also understand that some schools may wish to be part of, and work with, more than one alliance; therefore, membership to Charter TSA is not exclusive.

To ensure that the work of the Alliance is sustainable there will be a nominal charge for some training courses and CPD. This will be determined on an individual course basis, and the cost will be published when advertised.

Expertise Exchange

To encourage schools to contribute as well as receive support, and to enable schools with limited budgets to engage in CPD and training, Charter TSA has developed an exchange of expertise based on the issuing of twilight credits that can be used to pay for future CPD in return for CPD twilight session delivery.

The Expertise Exchange is an opportunity for schools to provide expert staff to deliver CPD and training for Charter TSA in return for financial payment, or the equivalent in twilight credits. The twilight credits can be used as payment on any CPD course that Charter TSA offers. The price for each CPD course is listed within the brochure and advertising materials, in both financial and twilight credit values.

Charter TSA would pay schools a standard rate of £175 or three twilight credits to deliver a 90 minute CPD twilight session. This is equivalent to 50% of the daily SLE rate of £350. This rate takes into account planning and delivery time.

For example, if a school provided an expert member of staff to deliver a course consisting of three twilight sessions. The school could choose to be paid £525 or to receive 9 twilight credits.

Twilight credits are only valid for the academic year in which they have been earned. If at the end of the academic year, schools have unspent twilight credits, Charter TSA would pay schools the equivalent monetary value.

School-to-School Support

Charter TSA system leaders and their specialist areas of expertise will be available to view at chartertsa.uk from September 2018.

Wherever possible, the capacity and expertise of NLEs, LLEs, SLEs and CLEs will be used to deliver School-to-School support.

As a school if you wish to commission support it will be charged at the following rates:

Charter TSA administration, brokerage, quality assurance and reporting – 15% deducted from the amounts payable to support provider schools as below:	
NLE	£550 per day
LLE	£450 per day
SLE	£350 per day
Senior Leaders	£300 per day
CLEs and other staff	£250 per day

Practical Arrangements of School-to-School Support

- Charter TSA develops and maintains a Directory of Expertise that identifies support that is available
- All requests for support would be through Charter TSA by email at info@chartertsa.uk
- Schools requesting support would be required to complete a simple Support Request Form which will allow Charter TSA to provide the most suitable support to meet your needs
- Schools providing support would be required to complete a simple Deployment Log which would then be sent to Charter TSA to provide evidence, evaluation and confirmation of support given and received

Declarations

Data Sharing Protocol

Being open about performance data is essential in creating a culture of honesty, mutual support and challenge in Charter TSA. Most of the data used by Charter TSA is in the public domain but some data may not be and is therefore very sensitive. All schools are covered by the protocol. It is possible to opt out at any time by contacting the Director of Charter TSA.

The types of data that may be used include: schools' internal performance data (e.g. Pupil Tracker, SISRA etc.), Ofsted Data Dashboard and any new data collection processes included in any government tables as they are modified.

Protocol

1. Data is shared for the purpose of school improvement and as an aid to leadership and management to result in improved outcomes for students.
2. Any shared confidential or public domain data should not be used in school recruitment, publicity, electronic communications, websites or any public arena, to make reference to another school's performance.
3. Any data collected from schools on behalf of Charter TSA, other than that which is publicly available, will be accessed and utilised for the purpose stated. It is not for public distribution and is held and shared in confidence.
4. The General Data Protection Regulations (GDPR) will apply in respect of personal data and all schools engaged in activities will comply with this and any subsequent amendments to legislation.
5. Where it is necessary to share personal data for the purpose identified, the files should be encrypted to ensure security of data is maintained during transfer.
6. If personal data is involved, this will also be notified to the Data Protection Officer in line with GDPR and the breach process followed.
7. All schools, who are members of Charter TSA, can agree to share their data as requested, contribute their data for comparative purposes and are bound by the same protocols.
8. Any colleague who attends Charter TSA meetings is bound by the protocols as outlined above.

Ending the Agreement

Either party may end the partnership at any time.

Confidentiality

Each Charter TSA Member agrees that it will not use any information unless agreed by all parties concerned.

By signing this Membership Agreement schools will indicate a commitment to engage with Charter TSA and help it to achieve the stated aims.

Full name of school:	
Headteacher:	
Signed:	<i>I confirm I have read and agree to the data sharing protocol</i>
Date:	

Alliance Member Information

School Information	
Full name of school:	
Brief description of your provision:	
Headteacher:	
Phone:	
Address:	
Email address:	
Twitter:	

Nominated Contact (if different from the above)	
Name:	
Job title:	
Email address:	

Charter Teaching School Alliance details	
Lead school:	Queen Elizabeth's Grammar School, Horncastle
Director of Teaching School:	Jo Fieldsend
Website:	chartertsa.uk
Phone:	01507 522 465 Option 5
Address:	Charter TSA Queen Elizabeth's Grammar School West Street Horncastle LN9 5AD
Email address:	Jo.fieldsend@chartertsa.uk
Twitter:	@chartertsa

Please return the completed and signed Membership Agreement Jo Fieldsend, Director of Teaching School.

Email: jo.fieldsend@chartertsa.uk