

## CLOSING THE GAP STEERING GROUP

### Terms of Reference 2020-21

#### 1. Role/Purpose

The role of the Closing the Gap Steering Group is to provide strategic direction, leadership and governance of Leicester City's de-delegated funded programme of projects and initiatives.

The Closing the Gap Steering Group sets out to achieve the following outcomes:

- *Address city-wide priorities identified by school leaders*
- *Develop and maintain long-term, city-wide activity which contributes to improving pupil outcomes*
- *Ensure de-delegated funding is used effectively, where it is needed most*

#### 2. Term

This Terms of Reference is effective from 1<sup>st</sup> September 2020 and continues until the 31<sup>st</sup> August 2020 at which point they will be reviewed for the following year.

#### 3. Membership

The work is governed by a Steering Group of Leicester City primary Headteachers, plus a representative from Leicester Primary Partnership (LPP) and Leicester City Council (LCC) Education Performance Service.

Name	Role	Representing
Zaheer Mohamed	Chair & Headteacher <i>Linden Primary School</i>	East Development Group
Nazma Jassat	Headteacher <i>Charnwood Primary School</i>	Central Development Group
Mark Tipple-Johnson	Headteacher <i>Merrydale Infant School</i>	North-East Development Group
Jen Mitchell	Headteacher <i>Heatherbrook Primary Academy</i>	North-West Development Group
Lou Harrison	Headteacher <i>King Richard III Infant School</i>	West Development Group
Louise Underwood	Headteacher <i>Avenue Primary School</i>	South Development Group
Matt Potts	CEO	Leicester Primary Partnership
Melanie Gaiderman	Lead for School Improvement	Leicester City Council

Annually a Chair and Vice-Chair will be nominated, ideally, from the those representatives who are a Headteacher of a Leicester City school.

## 4. Roles and Responsibilities

The advisory group is accountable for:

- Identifying common needs and priorities for all relevant schools in Leicester City and then commissioning work accordingly.
- Making decisions around project proposals.
- Reviewing the focus and progress of projects against the agreed scope, outcomes and benefits.
- Monitoring the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- Approving any budgetary adjustments in response to any evolving requirements of the projects
- Representing Leicester City's Headteachers, using Development Groups as the main forum.
- Removing obstacles to the successful delivery of projects
- Monitoring and managing the factors outside the programme's control, that are critical to its success.
- To evaluate the performance of the Project Support Team and provide support where necessary.
- Fostering collaboration.

**The membership of the advisory group will commit to:**

- Attending all scheduled CTG meetings.
- Being an advocate for CTG projects and initiatives.
- Sharing communications and information across where relevant across networks.
- Making timely decisions and taking action so as to not hold up the project.
- Notifying members of the CTG steering group, as soon as practical, if any matter arises which may be deemed to affect the development of the Network.

**Members of the CTG project will expect to:**

- Be provided with complete, accurate and meaningful information in a timely manner.
- Be given reasonable time to make key decisions.
- Be kept informed of project progress.
- Be alerted to potential risks and issues that could impact project delivery, as they arise.
- Have open and honest discussions, without resort to any misleading assertions.
- Receive at least termly budget monitoring reports from the project support team.

## 5. Meetings

All meetings will be chaired by Zaheer Mohamed. A meeting quorum will be 4 members of the Steering Group, with at least 3 headteachers present if a funding decision is being made.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, CTG chair makes final decision

Support for the meetings will be provided by the Project Support Team (Giles Osborne and SDSA - Kate Drurey), this includes:

- Preparing agendas and supporting papers
- Recording meeting notes and actions.

Meetings will be held termly for maximum of 2 hours either online or at a host school. If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

## **6. Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by CTG steering Group.