

Trust Norfolk-SEN

PROTOCOL FOR ASSESSING APPLICATIONS

TO JOIN FROM SCHOOLS OR PARTNERS

1. INTRODUCTION

- 1.1 **Trust Norfolk-SEN**, came into existence on the 5th November 2013 and was formed by Chapel Road School, Churchill Park School, The Clare School, Fred Nicholson School, Hall School, Harford Manor School, John Grant School, Sheringham Woodfields School and Sidestrand Hall Schools. With partners the Co-operative Group, University of East Anglia and Norfolk County Council Children's Services. Then Parkside School joined shortly after on the 2nd December 2013. A full list of members is attached at Appendix One to this protocol. **Trust Norfolk-SEN** exists solely to serve its member schools to facilitate excellence in teaching and learning; inclusion for children, families and staff; and to procure goods and services that offer best quality and value for money.
- 1.2 **Trust Norfolk-SEN** is a co-operative trust – this means that it is collegiate in nature, is committed to openness and transparency and that trust between members is integral to the ethos of the organisation.
- 1.3 This protocol is intended to assist schools and potential partners in reaching a decision as to whether joining **Trust Norfolk-SEN** is right for their school community/organisation and, if so, to guide them in putting an application together that provides the trustees of PET with the information they need to make a decision. The following paragraphs set out the information our trustees will need and the factors they will take into account in deciding to accept a new school as a member.

2. GEOGRAPHIC LIMITATION

- 2.1 The trustees have decided that members' schools need to be in reasonable proximity to one another and so have decided that **Trust Norfolk-SEN** will be confined to schools within Norfolk initially.

3. COMMITMENT TO THE VISION, AIMS AND VALUES OF PET

- 3.1 The vision, aims and values of the **Trust Norfolk-SEN** are attached at Appendix Two.
- 3.2 Schools/organisations considering applying to join the PET as members or partners are asked to state their positive acceptance of what **Trust Norfolk-SEN** stands for.



4. COMMITMENT TO CO-OPERATIVE TRUST PRINCIPLES

- 4.1 The trustees of Trust Norfolk-SEN have decided that they want member schools and partners that are willing to sign up to the aims of the organisation, and have a demonstrable commitment to the Co-operative values listed at Appendix Three.
- 4.2 Any application must contain evidence of how any applicant school has put these principles into practise.

5. A CLEAR AND DEMONSTRABLE COMMITMENT TO WORKING IN PARTNERSHIP

- 5.1 Trustees will need to see evidence of how a potential member school/partner has worked in partnership with others in the past.
- 5.2 The Board of Trustees meets a minimum of three times per annum. Committees and sub-committees will be determined as and when needed. Although not every trustee will be on every committee, there may be additional other meetings to attend. Trustees expect partner schools/partners to be active participants and prospective members/partners must sign up to this expectation.
- 5.3 All member schools/partners that are schools accessing services are currently expected to contribute £1,000 as a one off payment to provide Trust Norfolk-SEN with start-up and development funding. Prospective member/partner schools are asked to confirm their acceptance of this.
- 5.4 Trustees believe that a diversity of members enriches Trust Norfolk-SEN. However, in relation to further growth, trustees will be mindful of the balance of schools within the organisation and will endeavour to ensure it is representative of the education community in Norfolk.
- 5.5 Trustees would like to hear from prospective member schools/partners how they would enhance or add value to Trust Norfolk-SEN.

6. THE APPLICATION PROCESS

- 6.1 Schools/partners considering applying to join Trust Norfolk-SEN are asked to answer each of the above points in a written application
- 6.2 Schools/partners are asked to provide a brief profile of their school/organisation, in terms of numbers of staff, numbers on roll and anything else that might be thought useful (this is to provide trustees who are not Headteachers with some relevant information).
- 6.3 The written application, which should be confined to no more than 2 sides of A4 (if practicable), should be sent to the Company Secretary, Matthew Smith at info@trustnorfolk-sen.co.uk, receipt of which will be acknowledged within 5 working days.
- 6.4 The completed application form will be presented to the next scheduled meeting of trustees or of any committee set up by trustees to consider and approve new applications. Whichever method is used to reach a decision, any application will be shared with all trustees of Trust Norfolk-SEN.
- 6.5 Prospective member schools/partners might find it useful to have an informal meeting with some of the Trust Norfolk-SEN trustees either to discuss their application or ask questions about the work of Trust Norfolk-SEN. This may be before or after the formal application is received, at the absolute discretion of the trustees.
- 6.6 The final decision will be made by trustees (or a committee formed by them for this purpose) and is at their absolute discretion.
- 6.7 In considering any application, Trustees will be mindful of the time constraints placed on prospective member schools in terms of the consultation process they will have to undertake with their stakeholders. Partner schools should consider if best practise dictates that they ought to undertake some form of consultation process (further advice is available from the Company Secretary of Trust Norfolk-SEN)

7. FURTHER INFORMATION

- 7.1 Further information can be obtained from the Trust Norfolk-SEN website <http://trustnorfolk-sen.co.uk/> (Details to be inserted) or by contacting the Company Secretary, Matthew Smith on 01263 820520 or at info@trustnorfolk-sen.co.uk. If you prefer to write to me, please do so via Sheringham Woodfields School, Holt Road, Sheringham, Norfolk, NR26 8ND. Alternatively, any of the Headteachers in member schools will be pleased to be of assistance.

Appendix One

Member schools comprise:

Chapel Road School, Churchill Park School, The Clare School, Fred Nicholson School, Hall School, Harford Manor School, John Grant School, Sheringham Woodfields School, Sidestrand Hall School and Parkside School.

Appendix Two

Vision, Value and Aims

Trust Norfolk-SEN schools recognise that by working together in a co-operative partnership, more can be achieved for children, young people and families, than can be achieved by working alone.

We all have a professional commitment to:

- *Ensuring an ethos rooted in social justice and strong ethical, moral and spiritual values*
- *Providing the best possible education for all children, young people and families*
- *Taking collegiate responsibility for the education of all children*
- *Raising aspirations and levels of achievement*
- *Setting high standards*
- *Sharing expertise, knowledge, understanding skills and resources*
- *Working in partnership for the benefit of all*

That by creating a learning community, focus can be given to developing innovative approaches to:

- *Curriculum development and continuity 0-19 (Extending to 25)*
- *Teaching and learning*
- *Assessment and achievement tracking*
- *School support services*
- *Extended services*
- *Professional development*
- *Leadership and management training*
- *Strategies and structures for sharing resources*
- *Quality assurance and school improvement*

Key aims for Trust Norfolk-SEN are to:

- Ensure consistently high expectations and outcomes across all of our schools: amongst learners, teachers, parents and carers.
- Enable all learners to benefit from high quality teaching and learning;
- Work effectively with parents and carers, professionals and the wider community to promote health and well-being, in order to create the right conditions for learners to thrive;
- Make efficient use of all resources available to us and thereby maximise the benefits for learners;
- Work with external partners including other Schools to widen the range of collaborative opportunities available to our workforce and our young people;
- Improve social cohesion within our community by strengthening our commitment to co-operative values, including respect, social justice, fairness and democracy.

As a co-operative Trust, **Trust Norfolk-SEN** has adopted the values and principles of the co-operative movement

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the values of honesty, openness, social responsibility and caring for others.

*The focus of **Trust Norfolk-SEN** is to promote co-operation between schools in a diverse range of settings.*

*The role of **Trust Norfolk-SEN** is to create a co-operative partnership to identify innovative ways to:*

Improve the Quality and Consistency of Teaching

We will:

- Look to recruit and retain the highest calibre of staff in all roles to work in our schools
- Seek to continue to develop our committed workforce within our schools
- Encourage teachers and school leaders to share their expertise for the benefit of all members of our Learning Trust.
- Provide those working in our schools with the best we can afford in terms of training, facilities, resources and support.

Increasing Aspirations

We will work in partnership to:

- Encourage all members of our learning communities to have high expectations.
- Enable those who attend **Trust Norfolk-SEN** schools to acquire the skills, attitudes and disposition to be life-long learners
- Foster creativity and innovation in our young people through an exciting, challenging and appropriate curriculum
- Create amongst learners a sense of local pride and possibilities afforded by the wider world

Harnessing Partnership Resources and Beyond

We will:

- Work together as a group of schools to ensure that the whole of our commitment to learning is greater than the sum of its parts
- Work in partnership with parents and carers to achieve the overall aims of the Trust
- Work with the community organisations to extend and enrich school provision
- Work with external partners and agencies to support our aims

Improving Conditions for Learning

We will seek to build upon our existing strengths including creating a learning environment which is both safe and stimulating for all and which promotes high quality, measurable outcomes in the following areas:

- Attendance
- Behaviour
- Attainment and progress
- Health and well being

Increasing inclusive opportunities

We will strive to remove barriers to enable all children to achieve their potential by:

- Working to develop a proactive and responsive outreach programme
- Providing learning opportunities on an individual or group basis which allows for greater inclusion
- Being proactive to ensure children maximise their access to learning, regardless of their gender, disability, ethnicity, sexual orientation or religious belief

Appendix Three

The Co-operative Values and Principles

Co-operatives throughout the world share a set of values that give them their distinctive character.

Self-help

In co-operatives, people help each other whilst helping themselves by working together for mutual benefit.

Self – responsibility

Individuals with co-operatives act responsibly and play a full part in the organisation

Democracy

A Co-operative will be structured so that members have controls over the organisation – one member, one vote.

Equality

Members will be treated justly and fairly.

Solidarity

Members will support each other and other co-operatives.

Ethical Values

In the tradition of their founders, co-operative members believe in the ethical values of:

- Honest, openness, social responsibility and caring for others

Co-operative Principles

The co-operative principles are guidelines by which co-operatives put their values into practice.

1st Principle: Voluntary and Open Membership

Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member one vote), and co-operatives at other levels are also organised in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefitting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

4th Principle: Autonomy and Independence

Co-operatives are autonomous, self-help organisations controlled by their members. If they enter into agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of the co-operatives. They inform the general public – particularly young people and opinion leaders – about the nature and benefits of co-operation.

6th Principle: Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the Co-operative Movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

Co-operatives work for the sustainable development of the communities through policies approved by their members.

Approved and adopted by the board 17th March 2014