



West Gloucestershire Schools Partnership

Terms of Reference

Agreed:

Last reviewed:

To be reviewed:

Wgsp Terms Of Reference 2026

West Gloucestershire Schools Partnership (WGSP)

Terms of Reference (Updated 2026)

Agreed: 7 July 2011

Last Reviewed: March 2026

Next Review: March 2027

Our Vision

We will work together to ensure every school and individual in our partnership thrives, enabling us to raise the aspirations, attainment, and life chances of all children.

Our Values

- We support and challenge each other to be the best we possibly can be for our children.
- We are open and transparent about our performance and use this to learn from and with each other.
- We act on behalf of all schools and children in our partnership, not just our own.
- We listen, share, and collaborate to improve outcomes for all.

Our Intent

To develop a self-improving, self-supporting, reflective, and sustainable partnership that will:

- Improve academic and life outcomes for all children
- Ensure attainment is at least in line with national averages
- Improve attendance so all children can fully access learning
- Promote inclusion, wellbeing, and equity across all schools
- Support staff to be the best they can be in their roles

Organisation and Management

The organisation and management of WGSP, including these Terms of Reference, will be reviewed annually.

The Controlling Body

- Comprised of headteachers from each member school
 - Meets at least three times per year
 - Governor representatives may be invited
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The Management Board

Composition

The Board will consist of 10–12 members plus:

- WGSP Partnership Coordinator (non-voting)
- WGSP Finance Officer

Members will represent:

- Small schools (fewer than 120 pupils)
- Larger schools (120+ pupils)
- Church schools
- Federations
- SEND representation
- Partnership-wide representation
- Five GAPH Executive Committee members

Membership Terms

- All members must be current WGSP headteachers
- Membership ceases if a member leaves a WGSP school
- GAPH representatives serve two-year terms
- Other representatives serve one-year terms
- The Partnership Coordinator remains while in post

Meetings and Governance

- Meetings will take place twice per term (approximately six per year)
- Quorum: minimum of seven members
- Each member has one vote; the Chair has a casting vote

Roles

The Board will elect:

- Chair
- Secretary
- Treasurer

(The Partnership Coordinator and Finance Officer are not eligible for these roles.)

Funding

WGSP will maintain a dedicated account to support partnership priorities.

Income Sources

- Membership fees
- Commissioned CPD
- Grants

Membership Fees

- Charged annually on a per-pupil basis
- Applies to all schools regardless of structure

Non-Academy Schools:

- Membership year: April–March
- Based on January census
- Invoiced in March
- Payment due by 31 May

Academy Schools:

- Membership year: September–August
- Based on autumn term roll
- Payment due by 31 October

Late payment will result in non-member rates for services.

Composition and Membership Expectations

- Membership is voluntary
- All schools are expected to actively engage with WGSP
- Schools will participate in partnership reviews or audits unless already engaged in targeted support work

An annual report and accounts will be shared with all members each September.

Accountability

- The Management Board is accountable to all member schools
- Member schools are accountable to the Controlling Body
- Schools are expected to attend meetings or send a representative

WGSP promotes a culture of mutual support, including proactive wellbeing and engagement checks for schools requiring additional support.

Strategy and Action Planning

WGSP will operate a rolling three-year strategy.

Current Strategy Period: 2025–2028

This will be supported by an annual action plan informed by:

- School development priorities
- Partnership-wide needs
- Staff development requirements

Partnership priorities should align with individual school development plans.

Sharing Good Practice

WGSP will:

- Promote innovation
 - Share effective practice
 - Collaborate with regional and national partners where appropriate
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Monitoring and Reporting

- The Management Board will monitor progress against the action plan
- An annual report will outline impact and financial accountability
- Reports will be shared with the Controlling Body at the start of each academic year