

TERMS OF REFERENCE

Behaviour & Attendance Collaboration (Central - BAC)

**Issued: Feb 2019
Last Reviewed: Feb 2019
Next Review Due: January 2021**

Purpose of Behaviour & Attendance Collaboration (BAC):

- The BAC is a voluntary non-statutory agreement across schools in Bradford to promote 'sector-led' improvements in support of children and young peoples' improved participation, engagement and attendance.
- The BAC endeavours to support pupils with additional needs using a number of localised provisions working across key stages 3 / 4. This continuum of non-EHCP (Education, Health and Care Plan), Social, Emotional and Mental Health support is under continual development as provision is shaped and shared across partners. BAC schools work with colleagues within targeted and universal services to help shape this and any future provision and support.

Schools In the Central BAC Collaboration

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|------------------------------|------------------------------|
| 1. Beckfoot | 8 Feversham College |
| 2. Beckfoot Upper Heaton | 9 Hanson School |
| 3. Belle Vue Girls' Academy | 10 Laisterdyke |
| 4. Bradford Girls Grammar | 11 Immanuel College |
| 5. Carlton Bolling College | 12 Oasis Academy Lister Park |
| 6. Dixons Allerton Academy | 13 One In A Million |
| 7. Dixons Cottingley Academy | 14 St Bede's & St Josephs |
| 8. Feversham College | 15 Titus Salt |

Functions/Procedures

- Use sales invoices to schools, produced by Administrator, to inform the financial and bank reconciliation.
- Payment of invoices due are through committee approval and these minutes will be provided as authorisation of approval.
- Payment of invoices is through two authorised approvers.
- The Financial Administrator will ensure that one approver from Belle Vue Girls' has authorised invoice and made first approver on the bank. The second approver must be one of BDAT's central team (CEO, DoO, DoF) and must have authorised a copy invoice before authorisation on the bank.
- Financial Administrator will keep a financial record of all transactions.
- Financial Administrator will monitor cash flow.
- The DoF will keep authorised copies of all authorised invoices.

Committee:

- The BAC has a chair and administrator who coordinate weekly meetings with representatives of the schools mentioned above.
- The chair and administrator receive remuneration for their duties which are agreed annually with the committee.
- Financial administration is completed by Belle Vue Girls' Academy and the academy is recompensed for this function and this is agreed annually by the committee.
- The BAC will meet weekly during term time.
- The BAC will produce an annual statement of income and expenditure.
- The committee will agree to fund alternative provision.

- The annual income and expenditure statement will be presented to FARC.

Administration:

Providing a comprehensive administration support service which will include (but is not limited to) the following:-

- To attend weekly BAC meetings, take minutes and provide all admin support relating to these meetings (to include all associated costs - stationery, IT, travel, office space etc.).
- Telephone & email support is to be provided during all term time office hours including a central contact point for all BAC members (including cross-BAC with Central BAC)
- Additional meetings to be attended as and when required; reasonable notice and flexibility from both parties is expected.
- Liaising with the Local Authority.
- Half Termly Reports to be produced for Strategic BAC meetings along with requests for any other statistical analysis/reports.
- End of year statistics and reports.
- Detailed records of all Managed Moves/Permanent Exclusions/RAP students to be kept.
- Liaising with the holder of the BAC funds to ensure accurate bank reconciliation is kept.
- Collating invoices to ensure billing and payments are correct as agreed at BAC meetings.
- Raising invoices to schools and chasing payments.
- Liaising with Outside Agencies (Central PRU, District PRU & Alternative Providers) for placing students and providing paperwork.

Restricted Funds

- The funds are ring fenced and are for the sole use of the BAC.