



Technology, Systems &  
Communications



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## KNOWSLEY SUPPORT FOR SCHOOLS STRATEGIC BOARD CONSTITUTION AND TERMS OF REFERENCE

### 1. Purpose

The Knowsley Support for Schools Strategic Board will be the recognised body responsible for the management of the ICT support provision to schools and report through the area partnerships on a regular basis as required.

### 2. Aims

The Knowsley Support for Schools Strategic Board will apply Best Value principles to:

- Undertake responsibility for the management of ICT support developments to underpin learning and management in schools, including recommendations for funding allocation, review income generation, expenditure and implementation plans.
- Review the delivery of an agreed level of service to the partnership of schools, including reviewing ICT guidance and training to schools on technical and business standards
- Review performance data, progress with areas for improvement.
- Review reports on activity and impact of the service, including monitoring and evaluating the effectiveness/impact of the support provision.
- To approve annually and to review termly, an action plan that meets the overall needs of schools.
- Comply with standing orders for the procurement and tendering of contracts, including providing advice and guidance to schools regarding ICT specialist training, purchases and consultancy.
- To be aware of and advise on the development and implementation of policies and procedures to ensure that the Board acts within the law regarding copyright, data protection and health & safety.
- To establish sub-committees, working groups and to co-opt other professional expertise or representatives of groups/partnerships as and when necessary.
- To provide a monitoring service for the following Service Level Agreements: -
  1. Schools Technical Support Service
  2. Schools Business Support Service
  3. Other Financial Services Service Level Agreement
  4. Libraries Service Level Agreement
- To steer the Knowsley Support for Schools Operational Board.

c/o Cherryfield Primary School, Rockford Avenue, Southdene, Kirkby, Knowsley L32 3YE  
Tel: 0151 443 4788/4789 Fax: 0151 443 4790 Email: ?? Web: [www.knowsleytsc.org.uk](http://www.knowsleytsc.org.uk)

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### 3. Terms of Reference

#### **Knowsley Schools Support Centre will:**

- provide a high level of service provision to enable all partners to exploit ICT
- improve access to, and use of, the latest education technology by pupils and staff
- act as test/pilot opportunities for new and emerging technologies
- To support the strategic synergy with Building Schools for the Future, the National Strategy, wider EiC strands, LIG, the LEA's ICT Strategy and eCouncil priorities.
- provide advice and guidance on the purchase of hardware and software
- ensure that the service is managed effectively in order to ensure their future development as well as sustainability.

### 3. Membership

The Support for Schools Strategic Board will consist of:

Primary Headteacher representatives x3

Secondary and Special school representatives.

2 Representatives of the Knowsley Support for Schools Operational Board.

Principal Manager: Technology, Systems & Communications, LEA

Knowsley Support for Schools Manager

Business Support Manager, Knowsley Support for Schools

Technical Manager, Knowsley Support for Schools

Information Systems Manager, LEA

TSC Programme Support Officer (Clerk)

\*Sub Groups to meet on a termly basis and to be focused around technical support for learning, finance and data Support.

\*Joiners to attend to present current developments.

**NB** The Support for Schools Strategic Board shall have the power to co-opt additional members as appropriate. Co-opted members may attend as many meetings as the Board deem necessary but shall not vote.

### 4 Officers

The Support for Schools will appoint a Chair and Vice-Chair. The chairperson shall be elected by the members of the committee and serve for one year.

### 5 Function of Officers

- The function of the Chair shall be to chair meetings of the Support for Schools Strategic Board.
- The function of the Vice-Chair shall be to deputise for the Chair. The Vice-Chair shall have no other function.
- The function of the clerk to the Support for Schools Board shall be to arrange meetings and agendas and prepare and circulate notes of meetings, produce newsletters and other appropriate clerical assistance; the Principal Manager: Technology, Systems & Communications is responsible for this role.

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- There will be a programme of meetings agreed at the beginning of each year, which will provide for one regular business meeting every term.
- Additional meetings may also be called by the Chair when a matter has to be considered urgently.
- Notices, agenda and minutes of previous meetings will be sent to members of the Support for Schools Strategic Management Board by the clerk, in advance of each scheduled meeting.

## **7 Quorum**

A quorum shall be one third of the Support for Schools Strategic Board, including a Support Centre Manager, secondary, primary and special school representatives.

## **8 Amendments**

- Any member of the Strategic Board may seek an amendment to the terms of this document by notifying the Chair accordingly; and
- The nature and purpose of the amendment will be discussed by the Strategic Board.

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