



Technology, Systems &
Communications



KNOWSLEY SUPPORT FOR SCHOOLS OPERATIONAL BOARD CONSTITUTION AND TERMS OF REFERENCE

1. Purpose

The Support for Schools Operational Board will be the recognised body responsible for the operational development of the ICT support provision to schools and report through the Support for Schools Strategic Board on a termly basis.

2. Aims

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

- Undertake responsibility for the operational development of ICT support to underpin learning, including recommendations for project priorities and implementation plans.
- Feedback on 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 and make recommendations on future work.
- Produce operational implementation plans on decisions taken by the Strategic Board.
- Produce reports on activity and impact of the service, including monitoring and evaluating the effectiveness/impact of the support provision through representation of colleagues.
- To produce annually an action plan that meets the overall needs of schools.
- 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 design the Service Level Agreements for ratification by the Strategic Board

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 delivery of Building Schools for the Future, the National Strategy, wider EIC strands, LIG, the LEA's ICT Strategy and eCouncil priorities where appropriate.
- provide advice and guidance on the purchase of hardware and software
- ensure that the service is supported effectively in order to ensure their future development as well as sustainability.

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

TSC is committed to valuing diversity and promoting and implementing equality of opportunity in all its activities.





4. Membership

The Support for Schools Operational Board will consist of:

Primary ICT co-ordinators representatives x 3

Secondary technician

Special ICT co-ordinator

Primary Administrator representatives x 3

Special Business Manager/Administrator

Secondary Administrator

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)

*Knowsley Support for Schools Training and Development Manager/Knowsley Support for Schools Business Planning Manager

*One or both as appropriate.

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.

6 Schedule of Meetings

- 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 Strategic Board 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.

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7 Quorum

A quorum shall be one third of the Support for Schools Operational 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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