**COLLABORATION AGREEMENT FOR THE ROLE OF EXECUTIVE HEADTEACHER**

This agreement is made the [ ] day of [ ] 2022 between the Governing Body of **Waddington & West Bradford Church of England Voluntary Aided Primary School, Waddington (11068) (“School A”) and Brennands Endowed Primary School, Slaidburn (11067) (“School B”, and together with School A, the “Schools”)**.

The Governing Body of School A and the Governing Body of School B have enteredinto collaboration with one another on the date of this agreement. A Joint Collaborative Committee (the “JCC”) has been established to provide for collaborative working between the two Schools.

As part of the collaborative arrangements, the governing bodies of the Schools have agreed on a model of shared leadership, with one Executive Headteacher acting in the role of Headteacher with respect to both Schools in the collaboration.

The contract and role of the Executive Headteacher (the “EH”) will operate as follows:

1. The EH will be employed as the full-time substantive EH of School A and School B and will fulfil the role and responsibilities of Headteacher for both Schools.
2. The EH's contract of employment will be held by School A, although the provisions of that contract of employment will also apply at School B, with the exception of salary, which will be provided for as a single amount covering the responsibilities at both Schools.
3. The Pay Range for the collaboration (the “Collaboration Pay Range”) is [14-21], which has been calculated based on the unit total of both Schools combined.
4. The JCC will be responsible for matters of performance management of the EH.
5. The number of hours worked at each School will be agreed on an ongoing basis between the EH and JCC, with the intention being that the number of hours worked at each School will follow the same proportion as the salary division in Clause 8 below.
6. It will be the responsibility of each individual School to make its own arrangements to meet leadership and management requirements during the absence from the site of the EH. Any additional costs arising from this will be met by the individual School.
7. Monitoring of the work-life balance of the EH will be the responsibility of the JCC, in addition to the chairs of governors of both Schools.
8. The JCC will agree the division of the EH’s salary and other EH employment costs between each School in the collaboration. Each School will make arrangements in conjunction with their School Finance Officer for the calculation and transfer of the proportionate employment costs of the EH, which will be met by School A and School B in the amounts of [70]% and [30]% respectively. The costs and savings of the EH will be managed within existing school budgets.
9. Any complaints and concerns about the implementation and impact of the executive headship arrangements will be directed to the EH, who will raise the issues with the JCC. If appropriate, the School Complaints Procedure may also be used.
10. Any complaints or grievances against the EH will be managed by the Chairs of Governors of the individual Schools, who will refer to the JCC if necessary.
11. The collaboration may terminate in each of the following circumstances:
	1. Upon resolution to that effect by the Governing Bodies of either of the Schools, following which termination will take effect three full terms from the date of such resolution; or
	2. Upon resolution to that effect by the Governing Bodies of both of the Schools, following which termination will take effect at the end of the term during which the last resolution was passed; or
	3. Upon the departure of the EH from the Schools, following which termination will take place immediately (subject to the reconciliation provisions of Clause 12 below), provided that, should the Governing Bodies of both Schools resolve that the collaboration should continue and a new EH should be appointed to a collaborative role within both Schools, the collaboration agreement will be deemed to have continued, with such amendments (including as to the identity of the EH, and as to Collaboration Pay Range and pay) as the JCC considers appropriate; or
	4. Upon agreement by both Schools to enter into a federation, in which event all matters regarding termination and the subsequent role of the EH will be determined by the documentation establishing and governing such federation.
12. In the event that the collaborative arrangement ceases, the EH will automatically take up the role of full-time substantive Headteacher of School Aon a scale point within the Pay Range for School A, being 11-18. Any staffing/salary adjustments made to support the EH arrangement at either school will also cease with immediate effect. In any such event, any outstanding monies or credits will be reconciled between the Schools and signed off by the JCC, so as to ensure that the appropriate payments have been made by each School.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors, Waddington & West Bradford Church of England Aided Primary School)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors, Brennands Endowed Primary School, Slaidburn)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Executive Headteacher)