

ELP business growth and communications

Chair/Co-chair	ELP Officer/Headteacher
LA Lead Officer	Communications and business development senior manager (Sally Davies)
Members	<ul style="list-style-type: none"> • Governor (tbc) • Communications and business development senior manager (Sally Davies) • Web, communications and business systems manager (Janet van der Meulen) • Primary Headteacher (Lubna Khan) • Secondary Headteacher (ELPB member) (Rachel Kruger) • School Business Manager (Hansa Panchal) • Interim Senior Finance Business Adviser (Geraldine Chadwick) • Finance Business Advisor – Children, Families & Schools (Halina Bokhovshaia) • Other designated business/comms leads from schools/LA (to be confirmed)
Frequency	6 meetings per year
Reporting to	ELP Board
Purpose	Planning ELP Business, growth, communications and sustainability
Functions	<ul style="list-style-type: none"> • Developing business and sustainability • Developing communications strategy, channels and systems • Developing the brand identity and visibility • Expanding the offer to neighbouring boroughs and others to generate income and attract talent • Attracting investment through external bids • Maintaining and developing cost effective and high value services and quality assurance • Developing lean and efficient business support models • Reviewing and updating the ELP subscription model • Reviewing ELP core and traded services process and timelines • Linking to Schools Forum and other strategic groups to sustain business and maintain value for money • Researching other London-based learning partnerships to inform

	developments
Decisions	<ul style="list-style-type: none"> • Recommendations to ELP Board on strategic models and plans • Scoping developments and innovations • Implementing agreed strategies
Roles of members	<p>Chair or Co-Chair</p> <ul style="list-style-type: none"> • Leading the design and implementation of an ELP business and communications strategy across whole partnership • Self-evaluation and effectiveness of committee and strategy • Securing the effective roles and inputs of members so that priorities are addressed • Reports to ELPB • Progress decisions <p>Group members</p> <ul style="list-style-type: none"> • Consulting with colleagues and collating feedback - identifying strengths and priorities for business and communications developments • Co-create strategy and plans for business and communications for the partnership and evaluate success • Capture and share highly effective business and communications practices we can build on • Support and encourage the implementation of the strategy • Scope innovation/development requirements • Scope external input requirements • Link business and communications strategy to overall priorities of ELP • Ensure effective communications to all schools and across the partnership <p>(Invitees) Officers, school colleagues and external contributors as required depending on focus of the work at any time</p> <ul style="list-style-type: none"> • Provide focused support and challenge to the committee’s work • Contribute strategies for implementing plans • Lead on priority areas agreed by the committee
Conduct	<ul style="list-style-type: none"> • Appropriate levels of confidentiality and integrity • Focus on initiatives which serve the needs of the whole partnership with learning and achievement of young people as a priority focus • Work flexibly and efficiently to implement agreed plans/actions without undue bureaucracy • Ensure Ealing Council high standards of business and communications compliance are maintained to safeguard the reputation and integrity of the partnership

	<ul style="list-style-type: none"> • The quorum shall be 50% of the committee members for any new, key or strategic decisions to be made
Communication /transparency	<p>The following information will be published on the ELP website –</p> <ul style="list-style-type: none"> • TOR of the group • A membership list • Emerging strategy and plans • Records of meetings • Agreed development plans, protocols, timescales • Links and ways to keep abreast of and contribute to the work of the group
Links to other groups	Spans of influence document maps out linked committees.
Supporting documentation	Documents to be shared

Meetings schedule 2018 – 2019

Date	Time/ venue	Key activity and reports
18 Sept 18	10-12 EEC	Priority setting
6 Nov 18	10-12 EEC	Review and actions
22 Jan 19	10-12 EEC	Review and actions
21 March 19	10-12 EEC	Review and actions
23 May 19	10-12 EEC	Review and actions
2 July 19	10-12 EEC	Review, actions and TOR