

Collaborative Provision Periodic Review Process

Throughout the process, the School should liaise with the stakeholders below to aid the completion of the relevant documentation.

Between 12 and 18 months before the expiration date of the legal agreement, a periodic review is initiated. Collaborative Provision will allocate a Collaborative Provision Committee (CPC) meeting for the review to be formally discussed at, and check with the School (Collaborative Programmes Officer (CPO)/Programme Lead) that the allocated submission date is achievable and that representatives can attend the CPC meeting

Collaborative Provision create a private Teams channel for documentation to be uploaded for the review

Collaborative Provision contact the School with the periodic review information at least 12 weeks before the date of the CPC meeting. The periodic review documentation includes guidance, external reviewer nomination forms and a list of documentation that will be required for the review

School to nominate an External Reviewer and send the nomination form to Collaborative Provision for approval

The form needs to be signed off by:

- External reviewer
- Collaborative organisation
- College Business Partner
- College Planning Partner
- Collaborative Provision
- Birmingham Global
- School leadership (HoS in liaison with the person responsible for Quality within School, i.e. Director of Education or Head/Director of Quality)
- Chair of the College Quality Committee
- Chair of College Board
- School to submit all documentation and the fully signed off form to Collaborative Provision (4 weeks before the meeting).

Collaborative Provision to send Expert Reviewers (2 x DDoE's from CPC) the link to the Teams channel 2 weeks before the CPC meeting to review all documentation

CPC papers to be distributed to all CPC members 1 week before the meeting, including the fully signed off form

CPC meeting takes place, attended by CPO/Programme Lead and representative from the Collaborative Organisation

Collaborative Provision to send action plan and extract from the CPC meeting minutes to the School for accuracy and to update any actions identified at CPC

If approved by CPC, Collaborative Provision initiate the drafting of the legal agreement and obtain signatures from the Collaborative Organisation

12 months after CPC, Collaborative Provision follow up the action plan with the School and the Chair of CPC reviews the progress against the action plan