



WATERSCHOOL PROJECT PARTNERSHIP CHART

Name of Partnership **BECOME A WATERSCHOOL**

I. Details of partners

This agreement is made between

<i>Partner 1 – name and address</i>	[Responsible of your School]
<i>Partner 2 – name and address</i>	[Representatives of Students]
<i>Partner 3 – name and address</i>	[Representatives of Students' Family]
<i>Partner 4 – name and address</i>	[Representatives of School Administrative & Technical Staff]
<i>Partner 5 – name and address</i>	[possible external partners]

II. Context

This partnership is set up to manage the change to our school to a Waterschool, meaning that all the members of our School (teachers, students, families, stass) agree on engaging themselves to introduce in our school the regular use of tap water as main basic beverage. *briefly set out purpose of partnership.*

III. Period covered

This agreement will start on *insert start date* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6.

IV. Relationships

4.1 Principles of partnership

All members are expected to agree to our principles of partnership. These are set out at **Annex A**.

4.2 Structure

The partnership consists of the whole partnership group *plus possible new adhering partners*. The partnership group will be chaired by *insert partner who will chair*. The chair will be elected annually by the partnership.

4.3 Membership

The partnership consists of the individuals/organisations listed above under *details of partners*. The lead partner is *insert name*.

New members may be brought into the partnership when their request is approved by all the founding partners.



4.4 Communications

The partnership will meet *every two months*.

A draft agenda for meetings will be sent out a week in advance and each partner should let the chair know whether or not they have additional items.

Notes of meetings will be sent out *state how soon after* the meeting by *insert who is responsible*.

Outside of these meetings we will communicate by email.

4.5 Decision making

The main partnership group will make decisions. Where possible we will try to achieve a consensus. If we do vote on any issue the decision will be carried by a majority vote.

4.6 Resolving problems

Where there is a conflict, dispute of difference within the partnership, in the first place we will try to resolve the matter through senior managers of the parties concerned. If there is still no resolution then we will involve a third party.

V. Membership roles and responsibilities

5.1 Range of services

Each partner will participate to the development of Waterschool building up, in relation to their role and their duties inside our School, as set out in **Annex B**.

5.2 Attendance at partnership meetings & sub groups

All partners are expected to attend partnership meetings and where possible send the same representative each time to ensure continuity.

If a partner is unable to attend then the onus is on them to find out what was discussed and agreed at the meeting.

5.3 Quality standards

The partnership will adopt the quality standards detailed in the Waterschool Activity Plan and all partners are expected to comply with these.

5.7 Data protection

All partners should comply with the requirements of School data protection criteria.

VI. Financial arrangements

6.1 Details of funding

Funding for the development of the project will be directly managed by the School throughout its administrative services, and each occurred cost and expense will be accounted to the partnership every three months.

6.2 Payments and claims



Every payment and claim will be requested by the School throughout its administrative services and regularly accounted as detailed in previous 6.1 point.

6.3 Overpayments

In case of errors giving rise to overpayments, these are exclusively covered by the School.

VII. Terminating this agreement

7.1 Giving notice

A member of the partnership may terminate their membership by communicating it in written two months beforehand the requested date of leaving.

7.2 Breach of agreement

If there is a breach of this partnership agreement, the lead partner will endeavour to resolve the matter swiftly and in writing. The partner in breach may have their membership suspended during this time, in which case they will not be able to act on behalf of the partnership.

If the breach cannot be rectified, the member may be asked to leave.

Partners' Signatures

Place and date

It is a good idea to give each partner a copy of all of these pages so that everyone is clear what each other is doing



Annex A

Partnership Guiding Principles

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

Openness and transparency

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

Sharing good and best practice

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

Commitment to high standards and continuous quality improvement

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards and where appropriate we will set challenging but realistic quality improvement targets. We will welcome external inspection as an opportunity to verify our internal quality assurance and quality improvement standards.

Operate sound business practices

We will work hard to ensure that partnership resources are distributed fairly and reflect the input that we each make. We will be efficient in how the partnership operates. For example we will use technology where we can, we will supplement face to face meetings with on-line communication and we will keep paperwork and bureaucracy to a minimum.

Commitment to flexibility

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.



Individual Partner Responsibilities

Partner 1: Responsibles for the School
<ul style="list-style-type: none">• coordinate the Action Plan, involving in particular Teachers;• manage funding, expenses and accounting;• assure appropriate legal framework, in particular concerning technical authorization for facilities and equipments, to develop the Waterschool project;• be in touch with local authorities;• make the premises available for project activities;

Partner 2: Representatives of Students
<ul style="list-style-type: none">• inform students about the aims and activities of the project;• contribute to the internal and external communication activities of the project;• raise awareness of friends, families and citizenship on the project;• make suggestions and proposals;• participate in related educational activities

Partner 3: Representative of Students' Family
<ul style="list-style-type: none">• follow the activities of their children / sons in the project;• inform friends and acquaintances of the Waterschool initiative;• participate in project activities;• provide suggestions, information, indications to improve Waterschool's activities.

Partner 4: Representatives of School Administrative & Technical Staff
<ul style="list-style-type: none">• provide their collaboration for the technical and organizational aspects of Waterschool;• inform friends and acquaintances of the project;



- take part in project meetings;
- provide suggestions for project improvement.

Partner 5: External Partner

- collaborate in the technical aspects of the project;
- sponsor initiatives in the school and outside;
- contribute to the external communication activities of the project;
- provide technical suggestions and operational solutions;
- provide free of charge (if possible) facilities, equipment, tools to Waterschool.