

PEMBROKESHIRE 14-19 NETWORK GROUP

GENERAL TERMS OF REFERENCE

1. Act as the coordinating body for the provision of 14-19 education and training in the County of Pembrokeshire. Responsible to the Welsh Assembly Government (Youth and Pupil Participation Division).
2. Establish and foster partnerships between learning providers to facilitate greater access to a wider range of learning experiences.
3. Work closely with statutory organisations which have an interest and involvement in 14-19 education and training, in particular the LEA, Pembrokeshire College, the YPP, the CCET, training providers, Careers Wales, the Voluntary sector and Communities First disadvantaged youth initiative.
4. The 14-19 Network will parallel meetings with the CCET 14-19 sub group. The membership of the two groups will be the same. There will be separate agendas and minutes for the two groups; but both sets of minutes will be circulated to all members. Elwa will provide a secretariat service for these groups.
5. Produce an Action Plan for the development and delivery of 14-19 provision within the County. In preparing this, to consider and have regard for the C.C.E.T. Annual Recommendations, the YPP Annual Delivery Plan, and the LEA Education Strategic Plan. To review and up-date the Action Plan annually, to take account of new legislation and guidance from the Learning Pathways Steering group and local needs and priorities. Report annual progress of the plan to The Welsh Assembly Government and communicate this progress to all stakeholders.
6. Develop effective systems for consulting with young people, through current YPP arrangements, to actively involve learners in planning, organising and monitoring their experiences and so enable learners' views to be incorporated into the planning cycle.
7. Devise an Options Menu to reflect the needs of the community and individual learners. To provide a broad and relevant range of courses including vocational options and to give all learning experiences parity of esteem.
8. Develop new teaching and learning methodologies, including flexible, distance and e-learning approaches.
9. Investigate the feasibility of a common timetable to allow learners flexible access to course in more than one setting.
10. Adapt the County Community Plan, where necessary, to meet the needs of various learning communities within the County.
11. Foster the development of Welsh medium courses and resources to ensure continuity of provision, especially post 16.
12. Promote the inclusion of the principles of Y Cwricwlwm Cymreig into all learning experiences - to reflect the history, traditions and culture of our bilingual community.
13. Create systems to monitor and evaluate all aspects of provision and to involve all learners in these. Establish standards and measures of quality which are transparent and comprehensible to all.

14. Establish systems for teachers' continuing professional development which reflect the principles of Learning Pathways and promote the aims of the County Development Plan. To create joint training programmes which promote collaboration and the sharing of good practice.
15. Ensure that learning experiences promote optimum progression, including continuity into further and higher education where this is appropriate.

DRAFT OPERATIONAL TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1 Two senior managers from secondary schools, a Senior Manager representing Special education and one from the designated Bilingual Secondary School.
- 1.2 The Y.P.P. co-ordinator or a named representative.
- 1.3 Three nominated representatives of Pembrokeshire College.
- 1.4 Two representatives of training providers.
- 1.5 A representative of jobcentreplus.
- 1.6 The 14-19 Coordinator.
- 1.7 A senior representative of ELWa.
- 1.8 A representative of Youth Service.
- 1.9 A representative from Careers Wales – West.
- 1.10 Two representative from the Voluntary Sector.
- 1.11 Two representatives from the youth forum (Genx)
- 1.12 A member who cannot attend will have the right to nominate a substitute. The identity of the substitute should be given to the Chair in advanced of the meeting.
- 1.13 A member who fails to attend 3 consecutive meetings, without the permission of the Group will have his/her membership reviewed by the group.

2. ELECTION OF CHAIR AND VICE-CHAIR

- 2.1 The Chair will be elected annually, from within the membership of the Group. Each nomination will need one secondee and where there is more than one nomination, the selection shall be by secret ballot.

2.2 The Vice-Chair will be elected in the same way and will substitute for the Chair in his/her absence.

2.2 The Chair shall be a member of the C.C.E.T. Executive Group

3. VOTING RIGHTS

3.1 Each full member will have one vote.

3.2 In the event of a tied ballot, the Chair will have a casting vote.

3.3 Substitutes will have the right to vote.

4. PROCEEDINGS

4.1 The Group will agree a calendar for its meetings.

4.2 Additional/extra-ordinary meetings will be held if 3 members inform the Chair that they wish for such a meeting. This request, stating the reason for the meeting, should be made to the Chair and Secretary at least ten working days before the proposed date for the meeting.

4.3 The Chair, in agreement with the Vice-Chair and one other member, may likewise call a Special/extra-ordinary meeting of the Group.

4.4 All proceedings will be minuted and in subsequent meetings, minutes will be considered and agreed by the Group and signed by the Chair.

4.5 Proceedings will be conducted in English.

4.6 Relevant papers and documents will be circulated at least five working days prior to a meeting.

4.7 The Group has the right to set up task and finish groups to deal with particular issues. The full Group will decide the composition and Chair (if any) of these groups.

4.8 The group has the right to co-opt individuals to serve as members of these groups.

4.9 All the activities of these groups will be recorded and reported to the full Group at its next meeting.

5. QUORUM FOR VOTING

5.1 The voting quorum shall be half the total membership plus one.

6. CO-OPTION

6.1 The Group will have the right to co-opt members, for fixed periods, who are considered to have special skills and knowledge which allow. Co-opted members will not be allowed to vote.