

## Terms of Reference: 2018-19 (Improvement) Planning Action Group

### Context

The (Improvement) Planning Action Group was established in July 2017 to drive forward the work of Leading Learning Forward TSA in relation to the Big 3 priorities. The development work of the TSA is defined in the Memorandum of Understanding (July 2018) as well as in the LLF TSA's Strategic Plan (July 2018) and Action Plan (July 2018), for which the action group is accountable during 2018-19.

### Purpose

**Leading Learning Forward** Teaching School Alliance (LLF TSA), under the leadership of St Hugh's National Teaching School, will work in partnership with The Humber Teaching School and other key strategic partners to deliver significant improvements in teaching, learning, leadership and governance across schools, colleges and academies in North Lincolnshire and beyond. LLF TSA, in partnership with The Humber Teaching School and other key strategic partners, will impact positively on the school improvement priorities of partner and associated schools, colleges and academies, by providing inspirational leadership and support for:

- **Initial Teaching Training (ITT):** the recruitment, induction, training, assessment & employment of trainees seeking to enter the teaching profession;
- **Professional Learning (PL):** the planning, co-ordination, delivery, assessment and evaluation of continuing professional development for teachers, teaching assistants, school staff, leaders and governors;
- **Professional Support (PS):** the planning, negotiation, commissioning, coordination, development and evaluation of school-to-school support for teachers, teaching assistants, school staff, leaders and governors by system leaders: *Specialist Leaders of Education (SLE), Local Leaders of Education (LLE), National Leaders of Education (NLE) and National Leaders of Governance (NLG)*.

### Scope/Jurisdiction

The Planning Action Group will focus specifically on driving forward the Big 3 areas of Initial Teacher Training, Professional Learning and Professional Support (incorporating the previous Big 6 priorities) within the Teaching School Alliance, according to these terms of reference and the requirements of the TSA's action plan, as determined and agreed by the TSA's Strategic Board and Alliance Partnership Group.

## Objectives

To deliver the aims of the Teaching School Alliance, the Planning Action Group will focus on:

- **Leading** the professional learning and development of teachers, support staff and leaders;
- **Educating** and engaging teachers and support staff with access to excellent school-based and classroom focused practice which impacts positively upon the specific and holistic needs of every learner;
- **Achieving** excellent levels of professional learning within classrooms and schools;
- **Delivering** inspirational and sustainable training and support, underpinned by innovative research and development projects.

## Principles and Standards

The Planning Action Group will:

- be outward facing, with honesty, trust and a shared moral purpose to get the best possible outcomes for all of our children and young people;
- recognise, aspire to, celebrate and achieve excellence for all of its members;
- be self-improving, with its focus on improving outcomes for all stakeholders that achieves excellent value;
- be committed to the most effective Professional Learning & Support that has the most impact on classroom practice and progress of students;
- create a local, regional and national model of excellence which is innovative and impacts positively on educational landscape;
- be rigorously focused on quality assurance standards and progress.

## Action Group Membership

The Planning Action Group for 2018-19 will consist of at least one representative from partner organisations, as agreed at the Alliance Partnership Group meeting on Thursday 20 September 2018.

The Planning Action Group will meet once a term.

Quorum for meetings of the group will be when representatives from three of the action group partner organisations are present. The meeting will be supported by LLF TSA Office staff.

## **Role & Responsibilities of the Action Group Leader**

The Planning Action Group Leader will ensure that the business of meetings is conducted efficiently so that meetings run on time, decisions are made as required and the importance of relevant information is considered. The leader will take an impartial business view of proceedings and facilitate appropriate discussion by members on agenda items. The leader will ensure that strategic and operational planning is robust, timely and delivered, and that monitoring activity informs on-going evaluation. The leader of the Action Group will be confirmed annually.

## **Secretariat**

This role will be provided by LLF TSA Office staff. Papers will be circulated by e-mail at least one week in advance of meetings and will be treated as confidential. Minutes will be circulated within one week after each meeting. All communications outside of meetings will be conducted by e-mail or telephone.

## **Deliverables**

The specific outputs required of the group include:

- Minutes of each meeting
- Termly reports in relation to the LLF TSA action plan outlining key development points
- Contributions to the annual Partnership Report in relation to developments towards each of the Big 3 priorities
- Communications to stakeholders on key issues, concerns and recommendations

## **Accountability and Governance**

The Planning Action Group will be accountable to the Strategic Board. Individual partners will be responsible for the accountability and governance arrangements of their own organisations.

## **Resources and Budget**

The (Improvement) Planning Action Group will not hold a budget. Venue costs for meetings will be met by the TSA. Staffing costs for attending meetings will be met by each organisation.

## Meeting Dates & Focus 2018-19

- Tuesday 11 October 2018: Initial Teacher Training (with additional items covering Professional Learning & Professional Support)
- Wednesday 6 February 2019: Professional Learning (with additional items covering Initial Teacher Training & Professional Support)
- Thursday 21 May 2019: Professional Support (with additional items covering Initial Teacher Training & Professional Learning)

## Meeting Agendas 2018-19

- **Autumn:** Terms of Reference, Initial Teacher Training, Big 3 Action Plan & TSC Priorities, Agreed Action Points
- **Spring:** Minutes of Last Meeting, Matters Arising, Professional Learning, Big 3 Action Plan & Progress Reports, Agreed Action Points
- **Summer:** Minutes of Last Meeting, Matters Arising, Professional Support, Big 3 Action Plans & Progress Reports, Agreed Action Points

## Meeting Outcomes 2018-19

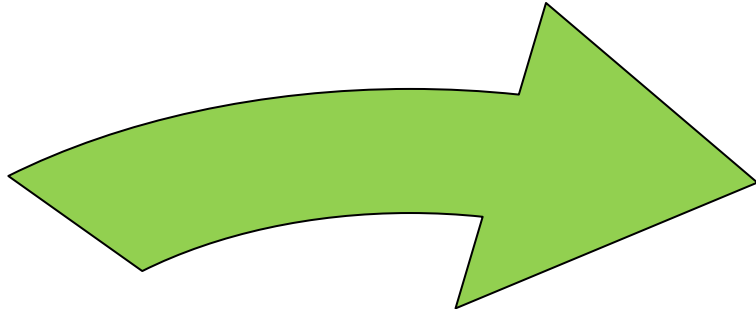
- **Autumn:** Initial Teacher Training improvement plans reviewed and considered - personnel, needs, events and actions agreed
- **Spring:** Professional Learning improvement plans reviewed and considered - personnel, needs, events and actions agreed
- **Summer:** Professional Support improvement plans reviewed and considered - personnel, needs, events and actions agreed

## Key Performance Indicators

The Planning Action Group will focus on the progressing of LLF TSA's work in relation to the TSC National Key Performance Indicators (KPI), as outlined at the back of the LLF TSA Action Plan for 2018-19.

## Reference Documents

- LLF TSA Memorandum of Understanding
- LLF TSA Strategic Plan 2018-20
- LLF TSA Action Plan 2018-19
- LLF TSA Policies, Processes & Protocols
- LLF TSA Meeting Schedule & Calendar
- TSC Key Performance Indicators (KPI)



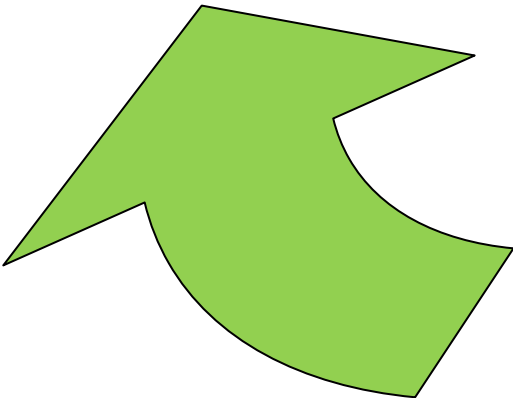
**Alliance Partnership Group**

**September:** Annual Meeting, Partnership Report 2017-18, TSA Plans for 2018-19, Membership of Planning Action Group, Agreed Priorities & Actions for 2018-19

**Planning Action Group (Big 3)**

**Main Focus**  
**October:** Initial Teacher Training  
**February:** Professional Learning  
**May:** Professional Support

Leading Learning Forward TSA  
Improvement Planning &  
Evaluation Process 2018-19



**Strategic Board**

**December:** LLF TSA Strategic Priorities, TSC/DfE News, Progress Reports  
**March:** LLF Future Plans, TSC/DfE News, Progress Reports & Review  
**July:** LLF TSA Strategic Plan, TSC/DfE News, Progress Reports & Review

