

Terms of Reference: 2020-21 (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 (2020-21) as well as in the LLF TSA's Strategic Plan (July 2020) and Action Plan (July 2020), for which the action group is accountable during 2020-21.

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 2020-21 will consist of at least one representative from partner organisations, as agreed at the Alliance Partnership Group meeting on Thursday 10 September 2020.

The Planning Action Group will meet at least once during the year, in February 2020, and as required.

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 Date & Focus 2021

- Thursday 4 February 2021 Initial Teacher Training, Continuing Professional & Leadership Development, School-to-School Support

Meeting Agenda 2021

- Spring: Big 3 Action Plan & Progress Reports, Planning for 2021-22 and Agreed Action Points

Meeting Outcomes 2021

- Spring: Big 3 plans reviewed and considered - personnel, needs, events and actions agreed for 2021-22

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) and future developments in relation to teaching school hubs, as outlined at the back of the LLF TSA Action Plan for 2020-21.

Reference Documents

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



**Strategic Board with
Alliance Partnership Group**

September: Annual Meeting, Partnership Report, TSA Operational Plans, Membership of Planning Action Group, Agreed Priorities & Actions for 2020-21

Planning Action Group (Big 3)

February: Initial Teacher Training, Continuing Professional & Leadership Development, School-to-School Support

**Leading Learning Forward TSA
Improvement Planning &
Evaluation Process 2020-21**



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

