Terms of Reference

Post 16 Learning Network

Purpose/role:
- Aims
    - To develop and share good practice across the post 16 sector in Swansea.
    - To ensure the Welsh Government's priorities for post 16 are being met.

Membership:
- Senior leaders with responsibility for sixth form and/or
- Heads of Sixth Form
- Representatives from Gower College Swansea
- Representative from NTfW (Training providers)
- Head of Secondary Phase Unit and/or secondary/special challenge advisers
- LA 14-19 Curriculum Officer
- LA Funding manager/ funding officer/ data manager
- Head of Hub and Chief Education Officer
- Representative member from SCCASH
- Membership is to be reviewed annually, but can be updated as and when needed. The 14-19 Curriculum Officer will have ownership rights of the hwb network and will be responsible for updating membership when required.

Accountability:
- The 14-19 Curriculum Officer will run and oversee the group.
- The work of the group will be accountable to the Head of Secondary Phase Unit. All agenda items, conference details and evaluations will be shared with the Head of SPU
- There will be an annual review/evaluation of the groups' work.

Ways of working:
- Termly meetings, from 2:00 to 4:00 pm
- Possible Post 16 Network Day at the end of term – if demand
- All group members are expected to contribute ideas for agendas
- Members will be expected to share information and good practice in line with the needs of the agendas.
- The LA will finalise agenda items and themes for meetings.
- Agenda items will be shared with members 1 week before meeting dates.
- The 14-19 Officer or Head of SPU will chair the meetings.
- The LA will provide secretariat support. Notes from meetings will be shared with the groups and stored on Hwb.
- Schools/ college will send the most appropriate member of staff to each meeting. In general, one member of staff to attend from each school/ college, although more than one member of staff can attend if space is available.
- All members of the group will be invited to the Post 16 Learning Network on Hwb

Sharing of information and resources (including confidential materials) for example
- Information will be shared on Hwb in the Network group

Last reviewed – November 2017

Meeting dates for 2017/18

Term 1 **15th November 2017**

Term 2 TBC

Term 3 TBC

Membership at November 2017

Schools/College

Bishop Gore	Ruth Williams	Williamsr725@hwbmail.net
Bishop Vaughan	Jonathan Davies	Daviesj1315@hwbmail.net
Gowerton	Alan Bevan	bevana@hwbmail.net
Morriston	David Meredith	Meredithd2@hwbmail.net
Olchfa	Rebecca Salmon	Rms2@olchfa.org.uk
YG Bryn Tawe	Carwyn Jenkins	Jenkinsc246@hwbmail.net
YG Gwyr	Llinos John	Johnl120@hwbmail.net
Gower College Swansea	Kay Morgan (Vice Principal)	K.morgan@gcs.ac.uk
Gower College Swansea	Ruth Prosser (Dean/ Schools Link)	Ruth.prosser@gcs.ac.uk

Local authority

Minutes circulated to

Head of SPU	Rob Davies	Rob.davies@swansea.gov.uk
14-19 Curriculum Officer	David Bawden (**Chair**)	David.bawden@swansea.gov.uk
Funding and information Manager	Kelly Small/ Louise Rigby	Kelly.small@swansea.gov.uk Louise.rigby@swansea.gov.uk
Data Manager	Mike Jones	Mike.jones@swansea.gov.uk
CA Special/ PRU	Karen Draper	Karen.draper@swansea.gov.uk
Head of Hub (ERW)	Helen Morgan-Rees	Helen.morgan-rees@swansea.gov.uk
Chief Education Officer	Nick Williams	Nick.williams@swansea.gov.uk