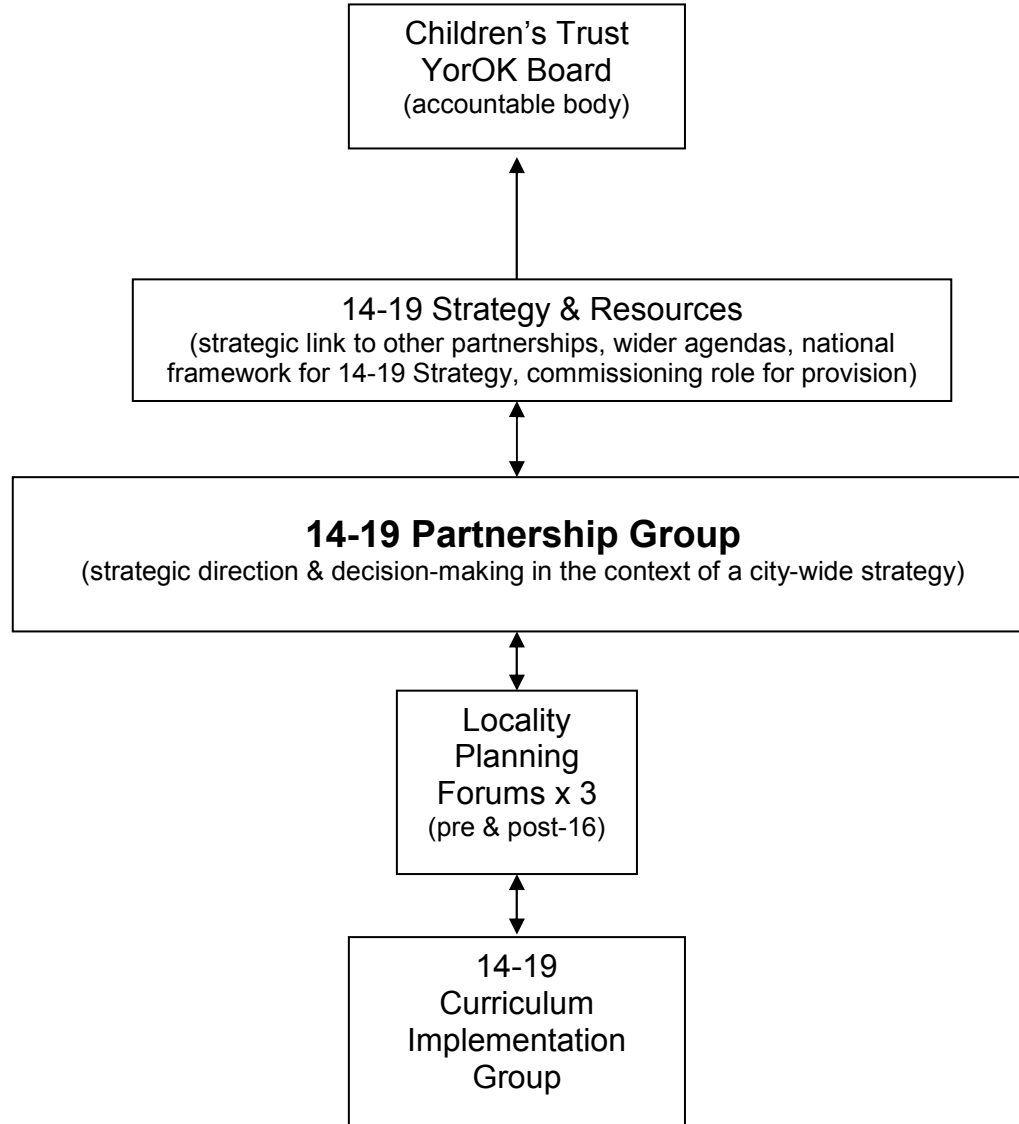
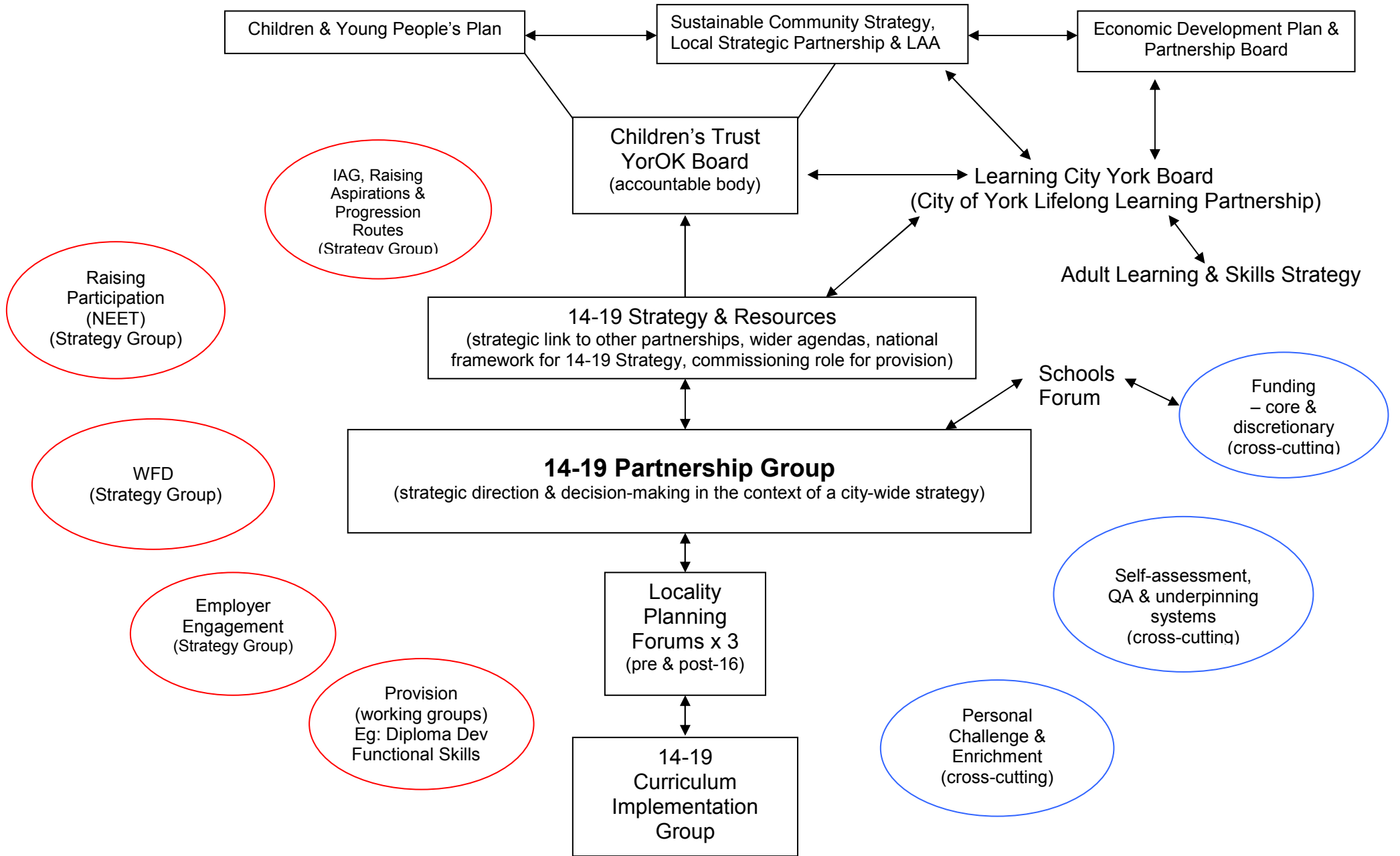


Learning City York – 14-19 Partnership Structures 2008

14-19 Curriculum Reforms



14-19 Curriculum & Wider Reforms



Learning City York
14-19 Partnership Structures
Terms of Reference to be fully implemented September 2008

14 - 19 activity is coordinated through the "Learning City York" partnership. It is supporting the implementation of both the national 14 - 19 reform programme, and local 14-19 Strategy, with the aims of raising attainment, improving progression and raising participation in education and training. To develop provision which provides the 2013 national entitlement for York learners we are working with partners to introduce new qualifications by building on their existing expertise and specialisms. Key strands of activity are Curriculum Development, Employer Engagement, Workforce Development and Information, Advice, Guidance and Support.

1. Children & Young People's Plan

Overall Governance for the York 14-19 Strategy for Education and Training through the Children and Young People's Plan.

2. 14-19 Strategy & Resources Group

Main Strategic Purpose:

Working within the national framework, the group provides strategic leadership and quality assurance for the commissioning and funding of education, training and related provision for young people aged 14-19 by schools, colleges and other providers in the City of York, that the needs and aspirations of learners, employers and the local economy are met.

Specific Remit:

1. Commission resources effectively and efficiently to address & implement the priorities identified within the York 14-19 Strategy for Education and Training, that:
 - o Responds to the needs of young people, parents/carers, communities & employers
 - o Takes account of national, regional and local policy priorities
 - o Promotes collaborative arrangements across the city which will support the implementation of the Learner Entitlement and Raising Expectations (increased participation)
 - o Maximises the contribution & impact of learning and learner support to the development of Young People, social cohesion, local regeneration and economic growth.
2. Make appropriate links with other strategic elements within the roles of Local Authority and LSC members of the Group.
3. Make appropriate links to the CYLLP Board and its wider learning agenda.
4. Monitor the effectiveness of the implementation of the York 14-19 Strategy through outcomes achieved and recorded against Key Performance Indicators (KPIs) within the Children's & Young People's Plan, Local Area Agreement, Annual Performance Assessment, GO Progress Checks and 14-19 Delivery Plan.
5. Develop, implement and monitor agreed financial systems and procedures as the LA assumes the financial responsibility and commissioning role for education, training and other provision for 14-19 year olds.

Membership:

1. City of York Council: Director of Children's Services & Culture
2. LSC: Area Director for York & North Yorkshire
3. Connexions: CYC Assistant Director for Partnerships & Early Interventions
4. CYC: Assistant Director for School Improvement and Staff Development
5. 14-19 Development Manager (Learning City York)
6. LSC: Partnership Director for York
7. Learning City York Manager
8. FE College Principal representative
9. Head teacher representative 11-16 school
10. Head teacher representative 11-18 school
11. WBL rep from Providers in Partnership

Informed by:
14-19 Partnership Group

Accountable to:
Children's Trust – YorOK Board
Learning City York Partnership Board

Frequency of meetings:
Every half-term

Expected length of meetings:
3 hours

Chair:
Local Authority – Director of Children's Services & Culture

Secretariat:
Local Authority

Notes:

The group will have the right to co-opt additional members and/or observers.
The group recognises that in a partnership of this nature there is the potential for occasional conflicts of interest, and as such the group will have appropriate mechanisms for identifying and recording such conflicts. Any conflict of interest, whether potential or actual, must be declared and recorded in writing.

3. 14-19 Partnership Group

Main Strategic Purpose:

To share a common understanding of key national and city-wide 14-19 priorities, to inform the direction of the York 14-19 Strategy for Education and Training and take decisions on agreed ways forward (for curriculum planning and underpinning systems), working closely with the 14-19 Strategy & Resources Group.

Specific Remit:

1. Produce, review and update a 5 year strategic plan to 2013 for the delivery of education, training and related provision for young people aged 14-19 across the City of York, that:
 - o Responds to the needs of young people, parents/carers, communities & employers
 - o Takes account of national, regional and local policy priorities
 - o Promotes collaborative arrangements across the city which will support the implementation of the Learner Entitlement & Raising Expectations (increasing participation)
 - o Maximises the contribution & impact of learning and learner support to the development of Young People, social cohesion, local regeneration and economic growth.
 - o Ensures that provision delivered adheres to the principles of 'best value'
2. Make recommendations to relevant commissioning and funding bodies (e.g. 14-19 Strategy & Resources Group and Schools Forum) on the allocation of resources and provision to support the effective implementation of the strategic plan.
3. Provide the overview and make final decisions for the planning of Gateway submissions and Diploma Entitlement (which may initiate further discussion at Locality Planning Forums).
4. Provide the overview and make final decisions for the planning of underpinning systems and infrastructures to support the full Learner Entitlement (which may initiate further discussion at Locality Planning Forums).
5. Ensure that the York 14-19 Partnership consults and communicates regularly with all stakeholders, including providers and their governance group or committee, support agencies, employers, parents and young people to inform the 14-19 Strategy and its future development, as well as broadcasting progress made against the implementation of the strategic plan.
6. Monitor, review and evaluate the implementation of the York 14-19 Strategy through a structured self assessment process against Key Performance Indicators (KPIs) as identified within the Children's & Young People's Plan, Local Area Agreement, Annual Performance Assessment, GO Progress Checks & 14-19 Delivery Plan.

Membership:

- 1 – 5. Headteachers from each 11-16 school
- 6 – 10. Headteachers from each 11-18 school
11. Headteacher from York Special School (Applefields)
12. Headteacher from PRU / Skills Centre (subject to LA review)
- 13 - 14 Principals of York College & Askham Bryan
15. PIP (Work Based Learning Consortium) – Exec Director

16. York Training Centre – Senior Manager
- 17 - 18. Lead Partner for each of the underpinning Strategy Groups (IAG & Progression = Connexions, NEET/ Raising Participation = Connexions, WFD = Learning City York, Employer Engagement = NYBEP)
19. CYC - Lead Secondary Advisor
20. 14-19 Development Manager (Learning City York)
21. LSC - York Partnership Director
22. Learning City York Manager

Informed By:

- Locality Planning Forums x 3
- 14-19 Implementation & Delivery Group
- Other underpinning 14-19 Strategy Groups ie: IAG, Raising Aspirations & Progression; Raising Participation (NEET); WFD; Employer Engagement

Accountable to:

14-19 Strategy & Resources Group

Frequency of meetings:

Every half-term (more if necessary)

Expected length of meetings:

3 hours

Chair:

LSC Area Director for York & North Yorkshire

Secretariat:

Local Authority

Note: To review the Chair on an annual basis

Notes:

The group will have the right to co-opt additional members and/or observers.
The group recognises that in a partnership of this nature there is the potential for occasional conflicts of interest, and as such the group will have appropriate mechanisms for identifying and recording such conflicts. Any conflict of interest, whether potential or actual, must be declared and recorded in writing.

4. 14-19 Locality Planning Forums (West, North, South East)

Main Strategic Purpose:

To provide a local planning forum where all providers work collaboratively to develop proposals which will ensure effective and efficient access to the national learner entitlement for all 14-19 learners within their locality, that are consistent with the York 14-19 Strategy.

Specific Remit:

1. Propose patterns of delivery & provision which:
 - a. Ensures access to a broad curriculum offer for pre & post 16 learners which includes:
 - Academic programmes
 - Applied programmes
 - Occupational programmes
 - Mixed programmes
 - b. Addresses the needs of client groups including, for example AG+T, vulnerable groups, NEET
 - c. Ensures impartial advice, guidance & support
 - d. Guarantees progression opportunities

Note: Access to the National Learner Entitlement will be secured through a combination of institutional, locality & city-wide provision and possible cross-border provision (where appropriate).

2. Ensure that provision that is agreed and/or commissioned has a continuous positive impact on:
 - a. Learning outcomes for all learners up to the age of 19 (including EOTAS)
 - b. CVA
 - c. Destination data for all learners up to the age of 19
 - d. Attendance statistics
 - e. Exclusion rates
3. Collaborate appropriately with locality counter-parts in the IAG & NEET Strategy Group.

Membership for each Locality Forum:

- 1-3/4. Headteachers for schools within each locality
4. York College – Senior Manager
5. York Training Centre – Senior Manager
6. Askham Bryan College – Senior Manager (attendance as appropriate)
7. 14-19 Development Manager (Learning City York)
8. CYC – Locality Adviser (attendance as appropriate)
9. LSC - York Partnership Director or Manager
10. Learning City York Manager

Note: West = Manor, Millthorpe, York High;

North = Canon Lee, Huntington, Jo Row

South East = All Saints; ABH; Burnholme; Fulford; Applefields

Accountable to:**14-19 Partnership Group****Frequency of Meetings:**

Every half-term

Expected Length of Meetings:

2.5 hours

Chair:

14-19 Development Manager (Learning City York)

Secretariat:

Learning City York

Notes:

The group will have the right to co-opt additional members and/or observers.

The group recognises that in a partnership of this nature there is the potential for occasional conflicts of interest, and as such the group will have appropriate mechanisms for identifying and recording such conflicts. Any conflict of interest, whether potential or actual, must be declared and recorded in writing.

5. 14-19 Curriculum Implementation Group**Main Strategic Purpose:**

To support **and inform the development** and implementation/delivery of York's 14-19 Strategy for Education and Training within their own organisations, by working collaboratively across localities and the city-wide partnership.

Specific Remit:

1. Lead on the implementation, management & continuous review of the logistical structures that underpin collaborative working required by the 14-19 reforms. This will include:
 - Timetabling (KS3, KS4 & KS5)
 - Assessment & reporting
 - Data transfer
 - Transport
 - Safeguarding procedures
 - Annual cycle for options process (learner offer & recruitment)
 - IAG – Inc. Area Wide Prospectus and raising aspirations activities
 - Self-assessment
2. Make recommendations to the 14-19 Development Manager for the continuous improvement of the logistical structures identified above, in order to influence city-wide policy.
3. Recommendations will be presented and discussed at Locality Planning Forums and then the 14-19 Partnership Group for approval.

Membership:

- | | | |
|-------|--------------------------------------|---------------|
| 1-5. | 11-16 Schools Rep | Senior Leader |
| 6-10. | 11-18 Schools Rep | Senior Leader |
| 11. | Askham Bryan College: | 14-19 Manager |
| 12. | York College: | 14-19 Manager |
| 13. | York Training Centre (WBL provider): | 14-19 Manager |
| 14. | Applefields | 14-19 Manager |
| 15. | PRU | |

- | | |
|--------------------------------|---------------------------|
| 16. Connexions: | 14-19 Guidance Manager |
| 17. NYBEP: | 14-19 Senior Adviser |
| 18. Youth Volunteering | York CVS – V Involved |
| 19. Learning City York: | 14-19 Development Manager |
| 20. Local Authority: | Lead Secondary Adviser |
| 21. Local Authority: | Training Development Unit |
| 22. Learning & Skills Council: | York Partnership Manager |
| 23. Learning City York: | Manager |

Informed by:
York's 14-19 Strategy for Education and Training
14-19 Partnership Group

Accountable to:
14-19 Locality Planning Forums
14-19 Partnership Group

Frequency of meetings:
Every half-term

Expected length of meetings:
3 hours

Chair:
Local Authority: Lead Secondary Adviser

Secretariat:
Local Authority

6. 14-19 Development Manager

Note: Post joint funded by LA / LSC – to end December 08
Detail TBC in Part 2 for May 7 2008

7. Learning City York Manager

Note: Post currently funded by LSC – to end March 09
Detail TBC in Part 2 for May 7 2008

8. LA / LSC Senior Representatives

8.1 LA Strategic role:

Assistant Director - School Improvement and Staff Development Team

- Acts as a 'critical friend' to the 14-19 Partnership and central team, ensuring that the Local Authority is able to execute its statutory responsibility as lead strategic partner

Lead Secondary Adviser

- Chair of the Curriculum Implementation Group, ensuring complementarity of 14-19 Developments with both the Behaviour & Attendance Strategy and Secondary Strategy

8.2 LSC strategic role:

Area Director, York Partnership Director, York Partnership Manager

- Ensure strategic alignment with national and regional 14-19 Developments
- Strategic lead on commissioning and quality assurance of core Post-16 provision
- Provide access to and strategic management of various discretionary funding streams eg: ESF; Pre-16 Engagement Programme; Flexible Fighting Fund; Pathfinder; Young Apprenticeships Programme

9. Relationship between Learning City York – 14-19 Partnership and the wider agenda of Learning City York (York's Lifelong Learning Partnership)

Wider Strategic Links:

- It is important that the 14-19 Partnership is linked to the wider learning agenda and therefore the strong link already established with the CYLLP will be maintained and developed. Strategy and Development Plans will be shared through the CYLLP Board in order to identify common areas of activity, make the appropriate linkages and avoid duplication of effort.
 - Board membership includes:
 - Askham Bryan College - Principal
 - Chamber of Commerce – Executive Director
 - CYC Adult & Community Learning – Head of Service
 - CYC Children & Young People's Services - Director

- CYC Economic Development Unit – Assistant Director
- CYC School Improvement and Staff Development Team – Assistant Director
- Executive Member Education – Cllr Runciman
- Guidance Services – Director
- Higher York – Director
- Independent School Sector – Head of Mount School
- Job Centre Plus – External Communications Manager
- LSC – Area Director
- Museums Trust – Head of Service
- NYBEP – Executive Director
- **Secondary Schools – 11-16 and 11-18 Headteacher**
- University of York – Pro-Vice Chancellor
- Voluntary & Community Sector – Business Development Manager, York CVS
- York College - Principal
- York St John University – Pro-Vice Chancellor
- Yorkshire Forward – Skills Area Manager
- Yorkshire Forward – Business & Enterprise Area Manager

10. Other Groups contributing to 14-19 Developments in York

Group	General Aim	Lead Contact Details
Behavioural & Attendance Strategy Group	To plan for Day 6 provision for all permanently excluded pupils in order to comply with statutory responsibilities. To plan and implement National Strategy Behaviour & Attendance strand, through the introduction of a City of York Behaviour Partnership, that will identify, track and provide for vulnerable pupils at risk of exclusion; monitor the effectiveness of re-integration and ensure the highest quality provision for all vulnerable learners.	John Catron City of York Council Acting Lead Secondary Adviser john.catron@york.gov.uk
Diploma Development Groups	To provide a strategic lead on the planning and introduction of the Diploma – forging collaborative arrangements between schools, colleges and WBL Providers as well as preparing for first & on-going delivery	John Thompson 14-19 Development Manager john.thompson@york.gov.uk
Employer Engagement Strategy Group	To secure sufficient and appropriate employer engagement in young people's education and training, in a measured response to the changing needs of our economy and the development and delivery of the 14-19 education agenda in York;	Jon Arundel 14-19 Senior Adviser NYBEP jon.arundel@nybep.org.uk
Functional Skills	To provide a strategic lead to schools, colleges and training providers as they introduce functional skills	John Thompson, 14-19 Development Manager john.thompson@york.gov.uk
IAG, Raising Aspirations and Progression Pathways Strategy Group	To provide a strategic lead on ensuring that all young people (11-19) fulfil their potential by enabling them to make informed decisions about progression routes supported	Julia Massey Learning City York julia.massey@ytpic.com

Group	General Aim	Lead Contact Details
	by innovative and effective information, advice, guidance and support. The group will seek to clarify roles and responsibilities and align the activities of different institutions and support agencies that support this area of work, including schools, colleges, training providers, Connexions, Almhigher and Higher York.	
HE Admissions Forum	The HE Admissions Forum brings together and acts as a channel of communication between 14-19 practitioners and HE providers in the City and surrounding area, enabling colleagues from 14-19 Partnerships and HE to discuss matters of mutual interest and changes in relation to HE applications and admissions, as well as 14-19 curricula	Nicola Bedford Higher York
MIAL Group	The 'Moving into Adult Life' group co-ordinates alignment of activities across the city to support transition at 16 and 19, for those young people and families with high level needs	Jess Haslam
NEET Strategy Group	To develop a NEET strategy that helps meet the key priorities, targets and objectives outlined in the Children and Young People's Plan and oversees the deployment of support to maximise the resources for young people who are NEET or at risk of NEET and is responsive to the need of vulnerable groups of young people and 'NEET hotspots'.	Steve Flatley Connexions York 14-19 Manager
On-line Area Wide Prospectus	To comply with the national directive requiring that an on-line prospectus be in place by Autumn 2007 and an electronic Common Application Process by Autumn 2010, ensuring that there is capacity to develop and support these underpinning 14-19 strategic principles.	Deb Hamilton, NYBEP 01904 693632 deborah@nybep.org.uk
11-19 Vulnerable Learners	To support secondary schools in tackling learner issues across the age range	Joan Lupton CYC – Inclusion Team
Workforce Development Group	To identify and propose solutions for workforce development needs across the city, to deliver the 14-19 agenda.	John Thompson 14-19 Development Manager
Young Apprenticeship Steering Group	This group promotes, co-ordinates and monitors the impact of subject specific networks as appropriate	Andy Leach, York College 01904 770865 aleach@yorkcollege.ac.uk