

## **Appendix 2 – South East Wales Consortium Strategic WESP Forum**

### **SEWC STRATEGIC WELSH EDUCATION FORUM CONSTITUTION AND TERMS OF REFERENCE**

#### **1. Background**

The School Standards and Organisation (Wales) Act 2013 introduces a statutory obligation for local authorities to prepare and submit Welsh in Education Strategic Plans (WESP) to the Welsh Government. The purpose of the WESP is to:

- expect local authorities to be accountable to the Welsh Government for planning Welsh-medium and Welsh-language education provision;
- reflect the aims of the national Welsh Medium Education Strategy;
- illustrate the current situation, outline appropriate activities and demonstrate improvement;
- demonstrate clear progress over 3-years in each local authority and consortium area towards achieving the Welsh Medium Education Strategy targets.

The main focus of the WESP is the targets set out in the national Welsh Medium Education Strategy, against which the local authority is required to report annually to the Welsh Government:

- Outcome 1: More seven year old children being taught through the medium of Welsh (includes pre-school and childcare provision)
- Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school
- Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh
- Outcome 4: More learners aged 16-19 studying subjects through the medium of Welsh in schools, colleges and work-based learning
- Outcome 5: More learners with higher skills in Welsh
- Outcome 6: Welsh-medium provision for learners with Additional Learning Needs
- Outcome 7: Workforce planning and continuous professional development.

The WESP is complemented by the Welsh in Education Grant (WEG) which is administered by the EAS on behalf of SEWC.

#### **2. Functions of the SEWC Strategic Welsh Education Forum**

The Forum shall provide a formal channel of communication between the EAS, the five SEWC LAs, schools, and other education providers responsible for standards of Welsh-medium education and the teaching of the Welsh-language across south east Wales.

In particular, the SEWC Strategic Welsh Education Forum shall:

- Act as a consultative group for the development the WESP and the associated Welsh in Education Grant (WEG).
- Monitor the implementation of the WESP outcomes.

- Act as a consultative group for future Welsh-medium education developments including providing advice and guidance on matters relating to curriculum, workforce planning, governance and standards.
- Contribute towards the annual report to the Welsh Government describing progress in terms of implementing the WESP's targets.

### **3. Membership**

Membership of the Forum shall be the following **core members** representing the statutory responsibilities.

EAS representatives:

- Systems Leader for Welsh
- Welsh Education Team Leader
- Head of Learning Intelligence Support

School representatives:

- 1 Headteacher or member of staff representative from Ysgol Gyfun Cwm Rhymni
- 1 Headteacher or member of staff from Ysgol Gyfun Gwynllyw
- 1 primary school Headteacher from the Ysgol Gyfun Cwm Rhymni cluster
- 1 school Governor from the Ysgol Gyfun Cwm Rhymni cluster
- 1 primary school Headteacher from the Ysgol Gyfun Gwynllyw cluster
- 1 school Governor from the Ysgol Gyfun Gwynllyw cluster
- 1 English-medium primary school representative (to be nominated by EAS School Improvement Forum)
- 1 English-medium secondary school representative (to be nominated by EAS School Improvement Forum)

LA representatives:

- Each LA to be invited to send one representative at senior officer level.

The following other education providers and stakeholders will also be invited to attend as non-core members:

- 1 Coleg Gwent representative
- 1 Coleg y Cymoedd representative
- 1 Mudiad Meithrin representative
- 1 Urdd representative
- 1 RhAG representative

### **4. Appointment of Members of the SEWC Strategic Welsh Education Forum**

EAS Officers are appointed by the EAS Managing Director.

School representatives are appointed on the basis of nominations received by Headteacher and Governor groups.

Partner organisations are invited to nominate an appropriate representative.

LA Officers are appointed by the LA Director of Education / Chief Education Officer.

## **5. Term of office**

Each core member shall be appointed for the period 2013-16, in line with the timelines of the WESP. Members may be re-appointed.

## **6. Removal of Members**

Forum members shall cease to be members when they cease to hold the office by virtue of which they became eligible for appointment.

## **7. Meetings of the SEWC Strategic Welsh Education Forum**

The SEWC Strategic Welsh Education Forum will meet three times each year. Additional meetings may be called in consultation with the Chairperson.

At least five working days' notice of a meeting of the Forum will be given in writing to members, except in the case of an emergency.

The EAS will provide a support function to the Forum and will circulate the agenda and documents relevant to the meeting to members at least seven days prior to the meeting of the Forum, in electronic and hard copy.

Draft minutes will be produced within 10 working days of the each meeting and will be circulated for approval via email.

All SEWC Strategic Welsh Education Forum documents, including terms of reference, agendas and minutes of meetings will be bilingual.

## **8. Appointment of Chairperson and Vice Chairperson**

The Chairperson shall preside over meetings of the Forum. The SEWC Strategic Welsh Education Forum shall select a Chairperson and Vice-Chairperson from the core members at the first meeting each academic year. The Chairperson and Vice-Chairperson shall serve for a period of one year and may be re-elected.

## **9. Sub-Committees**

The SEWC Strategic Welsh Education Forum may establish sub-committees as it considers necessary to consider particular issues and shall decide upon the membership, terms of reference and procedures of such sub-committees as appropriate. The SEWC Strategic Welsh Education Forum shall consider the work of such sub-committees and make recommendations as appropriate.

## **10. Reporting**

Reports of meetings of the SEWC Strategic Welsh Education Forum will be presented to the SEWC Directors Group.

## **11. Confidentiality**

On occasions, information of a confidential nature may be given to members of the SEWC Strategic Welsh Education Forum to assist their understanding of the matter under discussion. Members of the Forum must observe the confidentiality of such information.

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