Context and role:

The Education Development Board (EDB), and the Families and Young People’s Programme Board (FYPPB), are the two standing groups of the Cardiff Partnership Board which have a specific focus on the education and well-being of children and young people in Cardiff.

Remit and responsibilities:

The EDB has responsibility for ensuring that there is a co-ordinated approach throughout Cardiff to continuing to raise levels of attainment for children and young people and ensuring the best possible progression through the education system and on into Higher Education (HE), Further Education (FE), training or employment.

It is especially charged with holding mutually to account all partners. It will discharge this remit by:

- Overseeing the delivery of Cardiff Council’s Education Improvement Plan (EIP) which incorporates the Estyn Post Inspection Action Plan (PIAP) evaluating its impact and contributing, where necessary, to its further development.

- Holding partners to account in delivering the Education Improvement Plan (EIP) so that Cardiff’s progress against the recommendations in the Estyn report Jan 2011, and subsequent monitoring visit letter June 2012, is judged to be effective.

- Evaluate the strategy to improve provision at all stages from Early Years through to post-16, including educational standards, attendance, behaviour, and progression to HE, FE, employment or training to create a base of good practice and to inform strategic commissioning.

- Using the outcomes of inspection of individual educational providers as well as data from all forms of assessment to keep under review the quality of education within Cardiff in order to inform the commissioning of an appropriate range of high quality school improvement services and support, including from the Central South Consortium, to ensure access to improvement support where it is needed.

- Contributing to and monitoring the strategic development of the Council’s education services including school organisation planning, Welsh Education Strategic Plan, capital and revenue resources and intervention powers so that all of these elements are directed towards to maximising educational attainment and transition into HE, FE, training and employment;
• Supporting integrated working for vulnerable children and young people to deliver a more holistic approach to supporting their educational attainment and progress, including pupils with SEN and children in care;

• Supporting integrated working for children and young people from groups identified as under-performing, with the aim of reducing attainment gaps;

• Aligning strategic commissioning plans across sectors for educational and other provision aimed at raising standards and assuring progression into HE, FE, employment and training, to maximise the value from investment by all partners;

Reporting

The EDB will report directly to the Cardiff Partnership Board on performance against agreed areas of work, including those relevant to its specific remit in relation to Estyn and the PIAP. It will share its minutes and reports with the FYPPB. The Director of Education and Lifelong learning will be a member of both the EDB and FYPPB to ensure co-ordination and integration of the work of both groups. Progress reports will be considered on at least a six monthly basis by the Children and Young People’s Scrutiny Committee.

Membership and chairing

EDB will include membership from all the partners in Cardiff who are in a position to contribute to the realisation of the Cardiff Ambition.

Each member of the EDB who attends in a representative capacity for an organisation, sector, or group is responsible both for disseminating an understanding of the EDB’s work to their constituents and for bringing to the Board’s discussions the views, ideas and perspectives of those constituents.

A member of the group who is unable to attend a meeting may appoint a substitute to attend in his or her place provided that:

• the substitute is a member, or employee of the same organisation as the person for whom they are substituting;

• the substitute has been given the same authority to represent and commit (where applicable) the organisation as the person for whom they are substituting;

• any substitution must be a single appointment for the whole of a meeting; and

• a person may not send a substitute if the group has directed them to attend in person.

Other attendees may be co-opted or invited to attend particular meetings or agenda items by the Chair to facilitate the discussion of specific items or issues.
Members will be:

Chair - Cllr Julia Magill  
Interim Chief Executive - Christine Salter  
Director of Education - Nick Batchelor

3 x Headteachers representing primary, secondary & special headteachers’ groups

- Carolyn Evans (Rhydypenau Primary)
- John Hayes (Ysgol Gyfun Gymraeg Plasmawr)
- Kathryn Keeley (The Hollies)

1 x Higher Education Representative – Paul Herrington, Cardiff Met
1 x Further Education Representative - Mike James, CAVC
1 x Business Representative - Louise Harris. CEO of the Big Learning Company
1 x Early Years Representative – Janet Comrie, Grangetown Nursery School
1 x School Governor Representative - Jane Morris, Director of Governors Wales
1 x voluntary sector representative - TBC
1 x WG representative – Karl Napieralla
1 x external education professional partner - TBC

And in attendance as appropriate:

- relevant LA staff including Cardiff partnership manager, Education staff
- representative of the Central South Consortium.

Meeting cycle and conduct

Meetings of the EDB shall be convened by the Chair. Cardiff Council will be responsible for providing administrative support for the meetings and a place to meet.

The Board may meet as and when necessary.

In relation to the Estyn remit this will require monthly meetings in 2013 Sept to Dec. Subsequent meeting patterns will be determined by agreement of the Board.

The quorum for a meeting of the Standing Group shall be five of the people set out in the membership, which must include at least one representative of Cardiff Council. Once a meeting is quorate, it shall remain so, and shall not be rendered inquorate by anyone leaving it before it is finished.

Meetings of the Board will not be held in public. Minutes of meetings will be made available on the Cardiff Partnership website.

All members must declare an interest, in the event that they or their organisation may be in a position to benefit commercially from decisions made by the Standing Group.