

# Blaenau Gwent Welsh Education Forum

## Terms of Reference

### Purpose

The Forum will contribute to, strategically plan, monitor and evaluate Blaenau Gwent Councils Welsh in Education Strategic Plan (WESP), in support of the Welsh Government's targets within the 'Welsh-medium Education Strategy(2010)' (WMES).

### Remit

The Forum shall provide a formal channel of communication between Blaenau Gwent Council, its maintained Welsh Medium schools and other partner organisations; that are able to work collectively towards localised and strategic priorities.

The Forum shall:

- act as a consultative group, contributing towards the development, monitoring and implementation of the WESP;
- develop and monitor a localised action plan;
- monitor Welsh medium demand;
- monitor the provision of Welsh-medium education and determine as a group work towards future developments; and,
- provide an annual report to the Welsh Government describing progress in terms of implementing the WESP's targets against the approved timetable.

### Membership

Membership of the Forum shall be the following 'core' members appointed by Blaenau Gwent Education Directorate Officers:

- Head of Education Transformation and Performance
- Education Transformation Team Leader
- 21<sup>st</sup> Century Schools Officer
- Organisational Development
- Inclusion Manager
- Transport Manager
- Equalities Officer
- Participation Officer
- Early Years Childcare and Play Manager
- Youth Service Manager

School representation:

- 1 Welsh-medium primary school Headteacher representative
- 1 Ysgol Gyfun Gwynllyw secondary representative
- 1 English medium school representative

Partner organisations:

- Mudiad Meithrin
- RhAG
- Urdd Gobaith Cymru
- Menter Iaith Blaenau Gwent
- Education Achievement Service – Systems Leader for Welsh
- Coleg Gwent

### **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. In which instance an alternative representative shall be sought.

### **Meetings of the Forum**

The Forum will meet at least three times each year, once each academic term. Additional meetings may be called in consultation with the Chair. At least seven working days' notice of a Forum meeting will be given in writing to members, except in the case of an emergency.

The Education Transformation team will provide a supportive function to the forum, in developing, collating and circulating relevant documentation to members at least seven days prior to each meeting in electronic format, with paper copies available upon request.

### **Chairperson and Vice Chairperson**

The chairperson shall preside over meetings of the Forum. The chair person and vice chairperson will be elected at the first meeting held at the start of each academic year. Pre-planning meetings will be held with the chairperson prior to each WEF.

### **Sub-Committees**

The Forum may establish sub-committees where necessary to consider particular issues via a task and finish approach. The Forum shall consider the work of such sub-committees and make recommendations as appropriate.

### **Confidentiality**

On occasions, information of a confidential nature may be shared with members of the Forum to assist their understanding of the matter under discussion. Members of the Forum must observe the confidentiality of such information.