

NEWPORT WELSH EDUCATION FORUM

CONSTITUTION AND TERMS OF REFERENCE



1. Background

The School Standards and Organisation (Wales) Bill 2012 introduced 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:

- more seven-year-old children being taught through the medium of Welsh
- more learners continuing to improve their Welsh language skills on transfer from primary to secondary school
- more learners aged 14-16 studying for qualifications through the medium of Welsh
- more learners aged 16-19 studying subjects through the medium of Welsh
- more learners of all ages with higher-level Welsh-language skills
- improved Welsh-medium provision for learners with additional learning needs.

The WESP sets out a requirement for each local authority to establish a Welsh Education Forum (referred to as 'the Forum' from this point onwards).

The WESP is complemented by the Welsh in Education Grant (WEG), which is administered by WG and is separate from the School Effectiveness Grant.

2. Functions of the Forum

The Forum shall provide a formal channel of communication between Newport City Council, its maintained schools, and other partner organisations with an interest in Welsh education in the Newport area on such matters relating to Welsh education as prescribed in the WG Welsh Medium Education Strategy and Newport's Welsh in Education Strategic Plan. In particular, the Forum shall:

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

- Monitor the provision of Welsh-medium education and act as a consultative group for future developments.
- Provide an annual report to the Welsh Government describing progress in terms of implementing the WESP's targets against the approved timetable.

3. Membership

Membership of the Forum shall be the following 'core' members appointed by Newport City Council:

Newport Council Officers

- Assistant Head of Education (Inclusion)
- Assistant Head of Education (Planning)
- Education Policy and Information Manager
- Education Early Years Business Manager
- Regeneration, Housing & Investment

School representation:

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

Partner organisations:

- Mudiad Meithrin
- Rhieni dros addysg Gymraeg (RhAG)
- Urdd Gobaith Cymru
- Menter Iaith Casnewydd
- Education Achievement Service – Systems Leader for Welsh
- Coleg Gwent
- Newport University

4. Appointment of Members of the Forum

Newport Education Service Officers are appointed by the Head of Education.

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

Partner organisations are invited to nominate an appropriate representative.

5. Term of office

Each core member shall be appointed for the period 2014-17, 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 Forum

The Forum will meet three times each year, once each academic term. 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 Education Policy and Information Manager 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.

8. Appointment of Chairperson and Vice Chairperson

The Chairperson shall preside over meetings of the Forum. The Forum shall select a Chairperson and Vice-Chairperson at the first meeting each academic year. The Chairperson and Vice-Chairperson shall serve for a period of one year and may be re-selected.

9. Sub-Committees

The 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 Forum shall consider the work of such sub-committees and make recommendations as appropriate.

10. Confidentiality

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