



# Terms of Reference for Key Groups 2016/2017

## Introduction

*This document sets down a core framework for the function, structure, protocols and processes for the accountability and operation of key groups (KGs) as part of the Southampton Inclusion Partnership (SIP).*

## Main Purpose

- To realise key priorities identified by the Strategic Board.
- To write and implement relevant areas of the Teaching School (TS) Action Plan
- To quality assure the outcome of TS Action Plan.
- To be accountable for outcomes of the TS Action Plan(s) relevant to the identified priorities of the KG.

## Membership

- To be appointed by the Strategic Board.
- To uphold the decisions of the Strategic Board.
- To consist of a KG Lead and at least three other members (i.e. a minimum of four).
- To consent to be a KG Lead/Member for a period of one academic year.
- To give notice of one calendar month to the Strategic Board to withdraw from the KG.
- To commit to the working priorities of the KG.
- To demonstrate high levels of personal and professional conduct for all KG business.
- To respect requirements for confidentiality and data protection for all KG business.
- To report to the Strategic Board as and when required.
- To adhere to policies, protocols and processes as set down by the Strategic Board.
- To endorse the vision and values of the TS.

## Reporting

- The Chair of each KG shall, after each KG meeting, report back to SIP Board at the next meeting with an update of actions and progress made in respect of the KG function and accountability.
- KG will produce an annual report, based on the TS action plan, for presentation at the final SIP Board meeting of the academic year.
- Any confidential matters arising will be shared by KG lead with the TS Lead.



## Meetings

- KG Chair will be appointed by SIP board.
- To convene meetings at least half-termly.
- To negotiate meeting times and venues at the start of the academic year.
- To forward meeting schedules (including any in-year changes) to SIP Business Support as soon as is possible.
- To take direction for business from the KG Lead.
- To use the SIP KG Agenda and Meeting Minute templates.
- To forward meeting agendas to SIP Business Support as part of the distribution list.
- To record meeting minutes and forward to SIP Business Support no later than seven days after the date of the meeting.
- Meeting agendas and minutes will be store on a shared drive.
- The quorum for meetings will be 3 members.
- Meeting attendance:
  - If a group member is unable to attend a meeting they must inform the KG lead and SIP Business Support.
  - KG lead will contact group member if there has been non-attendance without valid reason/ no notification for two meetings to confirm if person/school wishes to continue to contribute to the KG/SIP.
  - If non-attendance continues thereafter the SIP Board will decide whether to remove the person/school from the KG.