



Hertfordshire
Music Service

Hertfordshire Music Education Hub

Terms of Reference
Version 9

Updated September 2023

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1. Background and introduction

Effective governance is essential for the success of any organisation.

The Hertfordshire Music Education Hub Forum is an Advisory Board that plays a vital role both in serving the effectiveness of music education for children and young people across Hertfordshire and in ensuring that music educators have access to first class training and Continuous Professional Development.

Hertfordshire Music Service is the lead partner for the Hertfordshire Music Education Hub. Music Education Hubs act as a gateway for local areas to create music education provision that works in a local context, both in and out of school. They help drive the quality of service locally, with scope for improved partnership working, better value for money, local innovation and greater accountability.

On 25 June 2022, the Department for Education and Department for Digital, Culture, Media, and Sport (DCMS) published the [National Plan for Music Education 2022: The power of music to change lives](#). The plan sets out government's priorities for music education for children and young people until 2030.

From September 2023, Hubs will be required to start delivering against the vision, three aims and five strategic functions set out in the plan.

Figure 1 shows the three aims of the NPME 2022

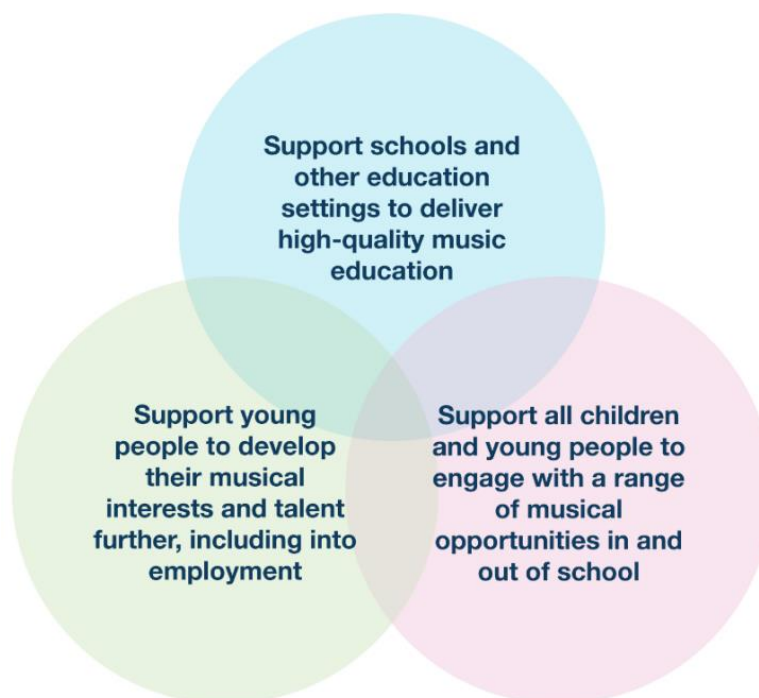
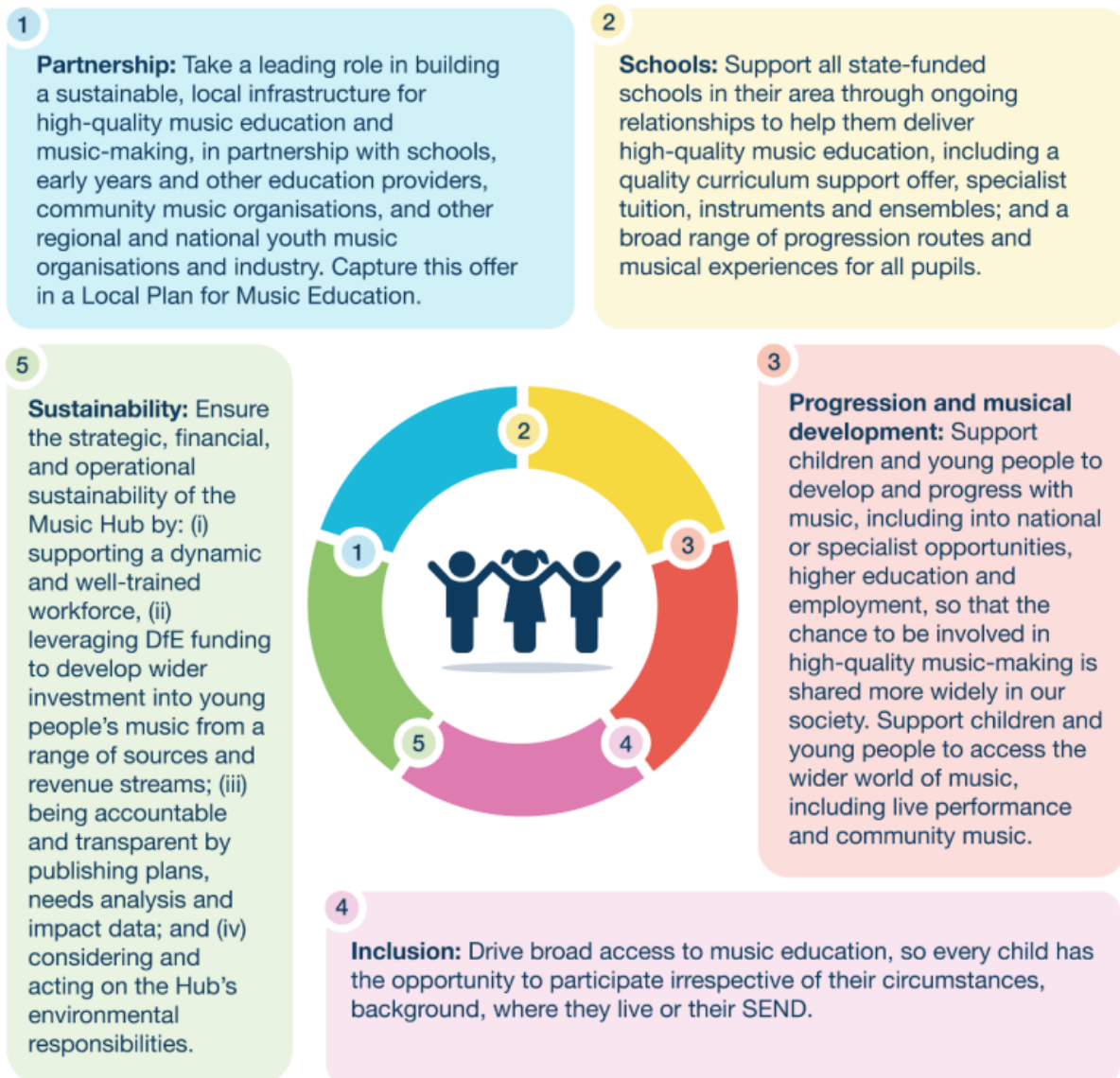


Figure 2 shows the five strategic functions of the NPME 2022



The expectations for Hubs are described in the [2023-24 Funding Agreement, Relationship Framework and Performance Framework](#).

2. Role and responsibilities of the Hertfordshire Music Education Hub Forum

Hertfordshire's Music Education Hub Forum is a group of stakeholders who work strategically to hold Hertfordshire Music Service to account as lead partner in the Hertfordshire Music Education Hub.

The Forum reviews and scrutinises the work of the Music Education Hub in meeting the requirements of its Funding Agreement and making fair and transparent decisions.

Relationships of the Forum to Hertfordshire Music Service

The Hertfordshire Music Education Forum is concerned with the activity and development of the Music Education Hub. It is not empowered in matters which Hertfordshire Music Service is legally responsible for, such as statutory duties, the financial management of the Hub grant, the content of partnership agreements, procurement policy and employees' engagement (e.g. pay and conditions or performance review).

It is noted that the role of all Forum representatives is to contribute to strategic discussions and decisions about the role of the Hub and not to act as representatives for themselves or others.

While HMS is a distinct entity with its own Governance arrangements the Forum may seek assurances about the financial sustainability of HMS in view of its role as Lead Partner in the Hub.

Hertfordshire's Music Education Hub Forum recognises that Hertfordshire Music Service, as a key provider of peripatetic staff supporting the music curriculum, must also ensure a cadre of well-trained staff with access to Continuous Professional Development (CPD).

The responsibilities of the Hertfordshire Music Education Hub Forum are:

- To review and scrutinise the work of Hertfordshire Music Education Hub through written and verbal reporting from lead partner officers and where relevant, delivery partners.
- To ensure that Hertfordshire Music Education Hub is delivering its funding requirements and the Aims and Strategic Priorities of the National Plan for Music Education 2022 and that the services being offered are of a high quality.
- To help set and monitor key performance indicators/SMART Targets included in the Local Plan for Music Education or equivalent.
- To advocate for the needs and priorities of the sector they represent and develop an understanding with colleagues about the wider needs of all stakeholders.
- Offer feedback on Hertfordshire Music Education Hub performance to ensure stakeholder satisfaction and engagement with the services and opportunities being offered by Hertfordshire Music Education Hub
- Utilise knowledge and experience to offer strategic advice and support to inform future planning, prioritisation and investment of Hub funding.
- To ensure transparency and accountability through questioning and constructive challenges.

- To monitor financial performance against Music Education Hub budgets and ensure that Hub financial resources are being used effectively and appropriately.
- To facilitate cross-sector ideas about best practice.
- To proactively promote and advocate for the work of Hertfordshire Music Education Hub and the benefits of music education to associations, other schools and professionals and children and young people across Hertfordshire.

Hertfordshire Music Education Hub Safeguarding and Inclusion Subgroup

Hertfordshire Music Service believes that all children and young people, regardless of background or circumstances, should have the opportunity to discover or develop their unique ‘musical voice’ and express themselves through the language of music. There can be no greater priority than to ensure the inclusion and safety of the children and young people we work with.

The Hertfordshire Music Education Hub Forum Safeguarding and Inclusion Committee uses its knowledge and experience to champion safeguarding and equality, diversity and inclusion. It has its own Terms of Reference. The committee offers strategic advice and guidance to Hertfordshire Music Service on safeguarding and inclusion practice and culture, in support of its role as lead partner in the Hertfordshire Music Education Hub. The committee scrutinises policies and plans, offering constructive challenge and holding Hertfordshire Music Service to account.

3. Membership

Membership will include a range of stakeholders; educational settings; and arts/cultural organisations or charities. This diverse membership will account for the interests and strategic priorities of both Hertfordshire County Council and Arts Council England and ensure accountability to both.

Term of Office for Forum Members who are Elected Members of Hertfordshire County Council

The Term of Office for Forum Members who are Elected Members of Hertfordshire County Council will be aligned to County Council election cycles. Forum representatives for Hertfordshire County Council will be nominated by the Leader of Hertfordshire County Council following an Election.

Term of Office for Forum Members who are not Elected Members of Hertfordshire County Council

Forum Members who are not Elected Members of Hertfordshire County Council will serve for a maximum two terms of office which will be three years in length each.

Non-School Memberships

Non-school memberships will be sought via a transparent recruitment process.

School Memberships

All school memberships will be sought through appropriate associations:

- Hertfordshire Association of Secondary School Heads (HASSH)
- Primary Heads Forum (PHF)
- Special Schools Heads Association (SSHA)

This will ensure that the position is representative of the schools' sector as a whole.

We will strive to ensure that school membership covers a wide geographical spread and gives representation from across our large and diverse county. However, in nominating members, associations should seek out representatives with a passion for high quality music education and a track record in delivery such that Hertfordshire Music Education Forum adds significant value through its work.

Co-opted Memberships

The Forum may choose to co-opt additional members should additional skills or experiences be sought. Co-opted members serve for a maximum of two terms of three years each or may serve for an alternative agreed period on the basis of an identified need.

Observers and Presenters

In agreement with the Chair, other 'observers' or presenters may at times be present, for example other music officers including Area Heads or Hub delivery partners.

Role and Election of the Chair and Deputy Chair

The Chair will ensure that meetings function properly, that there is full participation during meeting, that all relevant matters are discussed and that effective decisions are made and carried out.

The Deputy Chair will support the Chair as needed and both will attend pre-meetings with the Lead Partner as required.

The Chair and Deputy Chair will be recommended for election by Forum membership following an open recruitment process.

While the Chair or Deputy Chair may hold another role on Forum (e.g., School representative) they will be allocated one vote in any matter requiring a vote.

At the end of their term of office the outgoing Chair will be invited to continue to attend Forum meetings as an observing member for a further period of up to one year to ensure an effective transition for a new Chair.

Conflicts of interest

The Chair and Deputy Chair should be independent from the officers of the Hub Lead Organisation and of delivery partners to ensure that conflicts of interest can be objectively resolved, and impartiality upheld. All members of Forum should receive a copy of the Terms of Reference to support the understanding of their role in objectively scrutinising the work of the Music Education Hub in meeting its core and extension roles, making fair and transparent decisions and delivering funded activity in line with the Hub funding agreement.

Any conflicts of interest must be signalled to the Chair, no later than the start of the meeting in question. This includes conflicts of interest which arise because of payments to the individual or their organisation by Hertfordshire Music Education Hub or because of other possible impacts on them or their organisation of the Hertfordshire Music Education Forum's decisions.

The conflicted member must leave the meeting when the item is being discussed and must not take part in any decision relating to it and this must be noted in the minutes. These provisions also apply should an unforeseen conflict of interest become apparent during the meeting. Any report or advice the member gives in the matter must be noted in full in the minutes.

In the event that the matter is likely to recur at regular intervals, or that member is frequently conflicted by different matters, the member should resign (or be asked to resign) from the Hertfordshire Music Education Forum to preserve its independence.

Membership

- Chair (Independent of lead partner organisation)
- Deputy Chair (Independent of lead partner organisation)
- Up to 2 x Primary Headteachers from schools within Hertfordshire
- Up to 2 x Secondary Headteachers from schools within Hertfordshire
- Up to 2 x Secondary Head of Music/Performing Arts from schools within Hertfordshire.
- 1 x Special School Headteacher from school within Hertfordshire.
- Up to 3 x Hertfordshire County Council Members.

- Hertfordshire Music Service Chief Executive Officer.
- Hertfordshire Music Service Director of Music.
- 1 x Staff Union Representative (Seat may be shared and attendance rotated).
- 1 x Staff Representative (Seat may be shared and attendance rotated).
- Up to 2 x strategic partners.
- Co-opted members as required.
- Arts Council England representative (observer).
- Hertfordshire Music Service Head of Operations and Finance (observer).
- Hertfordshire Music Service HR Director (observer).
- Children's Services Director of Education (observer).
- Executive Member for Education Libraries & Lifelong Learning (observer).

4. Practicalities

Members will be strongly encouraged to attend all meetings although a deputy may occasionally be sent in their place if necessary.

Should the attendance of a member become a concern (more than two consecutive meetings are missed) the Chair will have a conversation with the member. Should a third consecutive meeting be missed then the Forum, through a majority vote, reserves the right to replace the member. In such circumstances the member concerned will have the right to address members prior to any decision.

As the role is voluntary, members may leave the group at any time, but it is suggested that to provide some continuity at least a terms notice is given.

In addition, memberships may be changed by a majority decision by the Forum as a whole. Any change in membership must be an agenda item with a clear written proposal for the changes circulated to members in advance.

Members are encouraged to attend HMS concerts and performances. Members will be provided with diary dates once known.

The Forum will meet four times a year for up to 3 hours. The venue will rotate and may include Music Centres in Hertfordshire, partner venues or virtual platforms.

Members will be expected to respond to occasional communications between meetings and read any documentation which might be sent around in advance of meetings. Whenever possible this will be sent at least one week before.

Responsibility for setting an agenda lies with the Chair and Deputy Chair and Lead Partner officers who will discuss this in advance of meetings. Members should notify the Chair in good time if there are any items they would like included on the agenda of the next meeting. The agenda will be distributed to members by officers at the lead partner organisation.

Responsibility for the writing of minutes lies with the Lead Partner - a relevant officer will attend as a non-voting observer.

A quorum would be at least 6 members (not including observing members).

This role is voluntary and Hertfordshire Music Service as the lead partner is not able to cover Forum member expenses. The Chair may however exercise discretion in exceptional circumstances so as not to exclude members on financial grounds.

Decisions other than at meetings

If necessary, and by exception, the group may be consulted, make recommendations and take decisions about any matter within its power outside of formal meetings, provided that all members of the group receive the same information and have similar opportunities to feedback, that any decision is communicated in writing to all members of the group AND that the decision is recorded in the notes of the next meeting.

Reporting

Meeting minutes will be reviewed and approved by Chair and Hertfordshire Music Service Chief Officer before being circulated to all members no later than two weeks after the meeting.

Meeting Dates

Meeting dates should be set an Academic Year in advance.

Dissolution

The group will dissolve if:

- Hertfordshire Music Service ceases to be the lead partner in the Hertfordshire Music Education Hub.
- The structure and/or funding of Music Education Hubs changes substantially.
- The group agrees that its role is no longer required.
- The group, Hertfordshire Music Service and Arts Council England agree on alternative arrangements for the governance of Hertfordshire Music Education Hub.