

Hertfordshire Music Education Hub

Terms of Reference

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1. Background and introduction

Effective governance is essential for the success of any organisation and 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.

The core roles of a Music Hub are:

- ensure that every child aged 5 to 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument
- provide opportunities to play in ensembles and to perform from an early stage
- ensure that clear progression routes are available and affordable to all young people
- develop a singing strategy to ensure that every pupil is singing regularly and that choirs and other vocal ensembles are available in the area

The extension roles are:

- offer Continuous Professional Development (CPD) to school staff, particularly in supporting schools to deliver music in the curriculum
- provide an instrument loan service, with discounts or free provision for those on low incomes
- provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students

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 its core and extension roles, making fair and transparent decisions and delivering funded activity in line with the Hub funding agreement. 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 Music Service and Hertfordshire Music Education Hub are distinct entities and as such have separate governance structures. The Hertfordshire Music Education Hub does not hold or perform any statutory duties or hold or perform any duties as an employer.

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 the Core and Extension roles (as outlined in the *National Plan for Music Education*) and that the services being offered are of a high quality.
- To help set and monitor key performance indicators included in the Arts Council England Business Plan 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 its 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 Subgroup

There can be no greater priority than to ensure the safety of the children and young people we work with on a daily basis. To this end the Hertfordshire Music Education Hub has established a Safeguarding Subgroup. The Hertfordshire Music Education Hub Safeguarding Subgroup uses its knowledge and experience to offer strategic advice and guidance to Hertfordshire Music Service on safeguarding practice and culture, in support of its role as lead partner in the Hertfordshire Music Education Hub.

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.

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

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.

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.

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 elected from within the Forum membership and 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.

It is expected that the Chair and Deputy Chair will be elected by the membership bi-annually and will serve for a maximum two terms of two years in length each. The Chair and Deputy Chair will be elected by a majority 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 two years 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.

Membership

- Chair (Independent of lead partner organisation)
- Deputy Chair (Independent of lead partner organisation)
- 2 x Primary Headteachers from schools within Hertfordshire
- 2 x Secondary Headteachers from schools within Hertfordshire

- 1 x Secondary Head of Music/Head of Performing Arts from school within Hertfordshire
- 1 x Special School Headteacher from school within Hertfordshire
- 3 x Hertfordshire County Council Members
- Hertfordshire Music Service Chief Operating Officer
- Hertfordshire Music Service Director of Music
- Staff Union Representative (Seat may be shared by more than one Staff Union representative)
- Staff Representative (Seat may be shared by more than one Staff representative)
- 2 x strategic partners
- Arts Council England representative (observing member)
- Hertfordshire Music Service Operations Director (observing member)
- Hertfordshire Music Service Finance Manager (observing member)
- Hertfordshire Music Service HR Director (observing member)

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

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.

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, (e.g. 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.

4. Practicalities

The Forum will meet once a term 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 at the conclusion of a meeting or 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.

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 three weeks after the meeting.

Meeting Dates

Meeting dates should be set an Academic Year in advance