# **University of Leicester PGCE Partnership Management Group (PMG)**

**Terms of reference**

**1. Purpose**

The purpose of the PGCE Partnership Management Group (PMG) is to ensure University of Leicester PGCE provision, as delivered through the Partnership, continues to meet the needs of the Partnership, both in terms of quality and outcomes.

**2. Membership**

* Headteachers and senior leaders from the Partnership group of schools, including Lead Partners (School Direct) and those offering placements for the University-led PGCE
* University of Leicester PGCE senior management colleagues

To ensure continuity of representation from the Partnership throughout the academic year and to enable sustained progress in addressing key strategic issues, school partners will be asked at the start of the autumn term to confirm or reconfirm their desire to be part of the group and to commit to attending meetings, wherever possible.

Others, including early career teachers or other University of Leicester colleagues, may be invited to join meetings ad hoc to support specific agenda items.

The meeting will be chaired by the University’s Director of Teacher Education but the Heads of the Primary and Secondary PGCE courses will lead relevant parts of meetings.

**3. Meetings: frequency; papers; minutes; attendance**

The Partnership Management Group (PMG) will meet three times a year. These meetings may take place face to face, or remotely, as agreed by the PMG.

A request for agenda items will be circulated by the University Partnership Manager at least five working days before the meeting. The agenda will include the following standing items:

* Director of ITE Report
* Partnership Improvement Plan

Meeting papers (including minutes and agendas) will be circulated to members at least three working days before the meeting, including the Director of ITE’s report.

Papers for the meeting should be sent to the University’s Partnership Manager ([pgcepartnership@le.ac.uk](mailto:pgcepartnership@le.ac.uk)) at least five working days before the meeting. Papers should make clear:

* relevant agenda item
* overall purpose of the paper
* action PMG is being asked to take – for example, provide views, agree an approach, make a decision

Papers should be clearly marked ‘confidential’ where content should not be shared beyond membership of the PMG group.

Minutes will be circulated within four weeks of the meeting date and approved at the following PMG meeting. Once confirmed, minutes will be published on the University’s Blackboard site and accessible to anyone within the partnership.

A quorum shall be two University representatives, including the Chair, and two school representatives from the Partnership.

**4. Confidentiality**

PMG members may, from time to time, be required to discuss items deemed as confidential. Members are expected to respect the confidentiality of these items, including the papers supporting them and the related discussions that take place during the course of the meeting.

Confidential items are likely to include those involving consideration of performance data (for example, student attainment and recruitment figures), financial matters and items deemed sensitive for commercial or other reasons.

Confidential items will be signaled by the Chair. Confidential papers will be clearly marked as such and should not be shared with anyone outside the membership of PMG.

Decisions relating to confidential matters may be reported in the general minutes or recorded separately where a particular item of business is considered to be absolutely confidential to those attending the meeting. In that case, a note of the discussion and any outcomes will be made in a separate minute which will not be circulated, but shared as hard copy with members at subsequent meetings.

It is the Chair’s responsibility to decide when items should be deemed as confidential and make clear how the recording of any discussions relating to those items should be handled

**5. Remit**

* Contribute to the strategic development and review of the PGCE by means of an annual Partnership Improvement Plan
* Monitor and review the wider performance of the Partnership, raising issues of concern and opportunities for improving and strengthening the Partnership
* Share information about practice across teacher education – whether school or university-led – providing a sounding board and sense-check for ‘how things are done’
* Identify current and future needs of the Partnership in relation to teacher education and ensure provision responds to those needs
* Keep up to date with wider developments at the University
* Act as a forum for debating and feeding back on national and regional initiatives impacting on teacher education, including government consultations and reviews
* Consider and provide views on reports relating to the development and review of the University of Leicester PGCE, including relevant evaluations
* Discuss and help refine proposals relating to developments impacting on the Partnership and delivery of the University PGCE, including changes to processes
* Provide a focus for coordinating and joining up activity across the Partnership, including cascading of information from PMG to other partner schools and support for Ofsted inspections
* In the event of a dispute between parties to the Partnership Agreement, other than in regard to the assessment of a trainee teacher, set up an adjudication panel comprising a representative from each of the parties and an appoint an independent expert of assessor, in accordance with the relevant clause contained in the Partnership Agreement (Lead Partners) and Partnership Agreement (University-led)
* Review PMG terms of reference at the start of every academic year to ensure they remain fit for purpose and accurately reflect the ongoing remit of the group

**6. Decision-making**

PMG can, on behalf of the whole Partnership, make or ratify decisions on proposals or changes impacting on the Partnership, as put forward by the Chair. Decisions within scope of the group’s remit include those affecting:

* content of the Partnership Agreement
* the processes underpinning the Partnership and delivery of the PGCE through the Partnership

Where PMG is unable to reach a consensus, decisions may be referred for consideration to the Head of the University’s School of Education, via the Chair.

Date reviewed and approved by PMG: