Hounslow Education Partnership
Subject Networks

Subject Network Protocols
2021-22

1 Introduction

1.1 Subject Networks have been established, and Headteachers are committed to their development, to enable continual improvements in subject teaching in Hounslow Education Partnership (HEP) Secondary Schools whilst supporting the CPD of middle leaders. In 2021-22 Subject Networks will continue to be supported by the London Borough of Hounslow (LBH) 14-19 service team (Nina Johal) and HEP (Emma Pett).

1.2 Headteachers have agreed that Subject Leads/Heads of Department/Curriculum Leads within their schools be directed to attend one meeting per term with their subject colleagues from other HEP Secondary Schools.

1.3 Subject Network Leads for 2021-22 were nominated and agreed by Headteachers within HEP in the summer term 2021. A list of Subject Networks and nominated leads is attached (Appendix 1).

1.4 These protocols provide clarification of roles, responsibilities and expectations and should be used as a reference point for all those who oversee, facilitate or participate in the activities of Subject Networks.

2 Roles and Responsibilities

2.1 The success of Subject Networks requires collective and individual commitment from all involved. This section outlines the expectations of the different stakeholders involved in this endeavour, namely, HEP, LBH 14-19 Service, Head Teachers, Senior Leaders of Teaching & Learning Representatives (SLTL rep), Subject Network Leads (SNL), and Subject Leads/Heads of Department/Curriculum Leads (SL).

2.2 SLTL reps play a specific role in quality assurance of the activities of the networks hosted within their schools.

2.3 ***Hounslow Education Partnership***

- Developing and sharing protocols, terms of reference and other guidance for stakeholders.
- Facilitating meetings with SNLs (as required) to clarify expectations. This will include 'induction' support for those SNLs new in role.
- Developing the networks as a forum for enabling subject focussed discussions and consultation on areas/issues of common interest/concern and enabling effective information flow between SLs and the wider partnership.
- Monitoring and tracking spending of the Subject Network annual budget and reporting to Headteachers.
- Working with SNLs to widen the participation of events/resources funded via the Subject Network annual budget.
- Collecting and collating feedback from stakeholders at the end of the academic year to produce the annual report.

2.4 ***14-19 Service***

- Managing, updating and circulating contact lists.
- Providing timely reminders to SLTL and SNLs with regard to circulating agendas, returning attendance records and circulating minutes of meetings.
- Monitoring and reporting attendance to HEP Headteachers on a meeting by meeting basis and contributing the overall data to the annual report.

2.5 Headteachers

- Ensuring that details of Subject Network meetings are published internally (e.g. school calendar).
- Ensuring that nominated SNLs have the capacity to undertake their role.
- Enabling and encouraging attendance of all SLs at their respective network meetings.
- Responding to any issues and concerns raised by the SLTL rep.

2.6 Senior Leaders Teaching & Learning Representatives

- (With Headteacher) Ensuring that details of Subject Network meetings are published internally (e.g. school calendar) and timely reminders given (e.g. staff briefings).
- Providing the LBH 14-19 team (at the start of the year) with an updated list of SLs and notifying any changes during the year.
- Distributing the Terms of Reference and Protocols to SLs to ensure they understand the nature and importance of their contributions to Subject Network meetings.
- Following up any attendance issues with individual SLs (following publication of attendance data)
- Supporting and overseeing the activities of SNLs (based in their school) in meeting their responsibilities (outlined below in 2.7).
- Monitoring quality and supporting improvements within Subject Networks, for example
    - Checking the quality of agendas and minutes.
    - Ensuring that priorities agreed at SLTL are incorporated into meeting agendas (e.g. Assessment and Moderation, Peer review feedback etc).
    - Attending meetings (once per year) and feeding back observations to SNLs.
    - Discussing and approving proposals for SN spending with SNLs.

2.7 Subject Network Leads (or their nominated deputy as required)

- Maintaining an up-to-date contact list (and e-mail distribution list) of all SLs in their network.
- Liaising with network colleagues in agreeing and setting the agenda for network meetings and with SLTL reps to ensure that wider HEP agenda priorities are reflected at meetings.
- Ensuring that a nominated deputy is identified to cover SNL responsibilities in the event they are unable to organise or attend meetings.
- Reviewing the agenda against the objectives within the terms of reference and ensuring that meetings are planned to maximise the involvement of and contribution from all attendees.

- Agreeing with network members the venue or virtual meeting. Ensure all members have been sent the online joining instructions. Or if hosting in school, provide a welcoming and appropriate meeting environment (including refreshments) for attendees.
- Submitting spending proposals (following discussion and sign off by SLTL rep) for Subject Network funding to HEP and work with HEP to ensure spending is maximised by widening participation as much as possible.
- Providing the 14-19 team with copies of agendas, attendance lists and minutes within agreed timescales (see schedule – Appendix 3).

2.8 Subject Leads/Heads of Department/Curriculum Leads

- Attending Subject Network meetings. Where this is not possible, ensure the professional courtesy of sending apologies to the SNL and providing a substitute from within the department. Notifying the SLTL rep of the reason for non-attendance and contingency arrangements.
- Being proactive in contributing to the setting of the meeting agenda and in sharing good practice and experiences at meetings.
- Reporting back on the discussions and outcomes from Subject Network meetings at the appropriate internal school departmental/subject meetings.

3 Schedule of Activities

- Appendix 1 provides a list of Subject Network Leads
- Appendix 2 provides a list of Senior Leaders Teaching and Learning representatives
- Appendix 3 shows a timeline/schedule of the actions needed in relation to the roles and responsibilities outlined above.
- Some of these are based upon the principles that have been adopted within HEP with regard to the administration of meetings, namely that:
    - agendas are circulated one week before meetings takes place with clear joining instructions (e.g. reception, parking or teams/zoom invite);
    - attendance and apologies are recorded clearly in the minutes;
    - minutes are circulated (and copied to Nina Johal, 14-19 team) within one week of the meeting taking place.

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Appendix 1

Subject Network Leads 2020-21

School Name	Subject	Network Lead	Email Address
Bolder Academy	History	Samuel Jones	sjones@bolderacademy.co.uk
	Science	Jonathan Hurn	JHurn@bolderacademy.co.uk
	Physical Education	Naomi Quinell (co Lead)	nquinnell@bolderacademy.co.uk
Brentford School for Girls	Film & Media	Tim Holloway	tholloway@brentford.hounslow.sch.uk
	English	Emma Downton	edownton@brentford.hounslow.sch.uk
	Geography	Hannah Partis	Hpartis@brentford.hounslow.sch.uk
Chiswick School	PSHE/Citizenship/ SMSC	Andrea Kitteringham	aki@chiswickschool.org
Gumley House	Sociology	Irene Kennedy	IKennedy@gumleyhouse.com
Heston Community School	Visual Arts	Helen Wyglendacz	HWyglendacz@hestoncs.org
	Special Educational Needs	Michelle Stone	mstone@hestoncs.org
	HO6th	Ingrid Hall	IHall@hestoncs.org
Isleworth & Syon	Drama	Tom McDonnell	tmcdonnell@isleworthsyon.org
	Music	Declan McKeever	dmckeever@isleworthsyon.org
Kingsley Academy	EAL	Louise Black	lblack@kingsleyacademy.org
Lampton Academy	Maths	Bansi Shah	bshah@lampton.org.uk
Logic Studio	Computing	Andrew Asante	a.asante@logicstudioschool.org
Reach Academy	CEIAG	Gary Poole	gary.poole@reachacademy.org.uk
Springwest Academy	Physical Education	Natalie Lloyd (co Lead)	n.lloyd@springwestacademy.org
	Data Managers	Karen West	k.west@tudorparkeducation.org
St Marks RC School	Technology	Sarah MacIntyre	mcintyres@st-marks.hounslow.sch.uk
	Psychology	Helen Bennie	bennieh@st-marks.hounslow.sch.uk
	MFL	Ruth Stewart	stewartr@st-marks.hounslow.sch.uk
The Heathland School	Business & Economics	Sukhjivan Kaur	SKaur@heathland.hounslow.sch.uk
	RE/Philosophy	Ranvir Kanwar	RKanwar@heathland.hounslow.sch.uk

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Appendix 2

Senior Leaders Teaching and Learning Representatives

Institution	Name	Job Title	Email Address
Bolder Academy	Adam Bones	Deputy Head	ABones@bolderacademy.co.uk
Brentford School for Girls	Devesha Singh	Deputy Head	dsingh@brentford.hounslow.sch.uk
Chiswick School	Jane Mills	Deputy Head	jms@chiswickschool.org
Gumley School	Fiona Russell	Deputy Head	frussell@gumleyhouse.com
Gunnersbury School	Carolyn Cullen	Deputy Head	carolyn.cullen@gunnersbury.hounslow.sch.uk
Heston School	Beth Hart	Deputy Head	BHart@hestoncs.org
Isleworth and Syon School	Simon Fisher	Deputy Head	sfisher@isleworthsyon.org
Kingsley Academy	Bob Tinsley	Deputy Head	btinsley@kingsleyacademy.org
Lampton School	Alex Leggett	Deputy Head	aleggett@lampton.org.uk
Logic Studio School	Charlie Young	Assistant Headteacher	c.young@logicstudioschool.org
Nishkam School	Julia Atkin	Vice Principal	j.atkin@nishkamschools.org
Reach Academy	Manjit More	Headteacher (Secondary)	manjit.more@reachacademy.org.uk
Springwest Academy	Ellie Carding	Vice Principal	e.carding@staff.springwestacademy.org
St. Mark's School	Mark Longuehaye	Deputy Head	longuehayem@st-marks.hounslow.sch.uk
The Green School for Girls & Boys	Rafael Espinosa	Deputy Head	Rafael.espinosa@thegreenschool.net
The Heathland School	Monika Sandhu	Deputy Head	MSANDHU@heathland.hounslow.sch.uk
West Thames College	Marta Gajewska-Kopczyk	Assistant Principal	Marta.Gajewska-Kopczyk@west-thames.ac.uk
WPES	Marlene Spencer	Head of Centre KS4	Mspencer19.313@lgflmail.org

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Appendix 3
Schedule of Activities 2021-22

What	When	Who				
		HEP	14-19 Team	SLTL Rep	Subject Network Lead	Subject Leads
Autumn Term 2021						
Agenda Setting	28th September					
Subject Network Leads Meeting – (Virtual Zoom Meeting 4-6pm)	**28th September**					
Agendas circulated to Network Members	5 October					
Autumn Term Network Meetings – (Virtual Meeting)	**12 October**					
Minutes (including attendance record) circulated (cc Nina)	By 19 October					
Meeting Attendance Data Circulated	By 2 November					
Spring Term 2022						
Agenda Setting	25 January					
Agendas circulated to Network Members	1 February					
Spring Term Network Meetings	**8 February**					
Minutes (including attendance record) circulated (cc Nina)	By 22 February					
Meeting Attendance Data Circulated	By 8 March					
Summer Term 2022						
Agenda Setting	24 May					
Agendas circulated to Network Members	7 June					
Summer Term Network Meetings	**14 June**					
Minutes (including attendance record) circulated (cc Nina)	By 21 June					
Meeting Attendance Data Circulated	By 5 July					
Annual Report Produced	By 20 September					

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Roles and responsibilities - HEP and LBH

HEP	**LBH**
Contact: Emma Pett e.pett@hounsloweducationpartnership.co.uk	Contact: Nina Johal Nina.Johal@hounslow.gov.uk
Strategic overview & liaison with SLTL	Receive from SLTL and then provide Leads with up to date contact information for their group
Subject Network Leads meeting (September)	Receive from Leads and then distribute agendas to SLTL
Funding applications	Receive from Leads and then distribute attendance data to SLTL
Annual evaluation	