



# Hounslow Education Partnership Secondary Subject Networks

## Secondary Subject Network Protocols 2022-2023

### 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.
- 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 2022-23 were nominated and agreed by Headteachers within HEP in the summer term 2022. 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, Head Teachers, Senior Leaders of Teaching & Learning Representatives (SLTL rep), Subject Network Leads (SNL), and Subject Leads/Heads of Department/Curriculum Leads (SL) as Subject Network members.
- 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**
  - Managing, updating and circulating contact lists for SNLs
  - Reporting attendance to SLTL representatives on a meeting by meeting basis
  - Providing timely reminders to SLTL and SNLs with regard to circulating agendas, returning attendance records and circulating minutes of meetings
  - 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



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## 2.4 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

## 2.5 Senior Leaders of 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 HEP (via the shared register) with an updated list of SLs ahead of each meeting
- 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

## 2.6 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



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- 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 HEP with copies of agendas and minutes within agreed timescales (see schedule – Appendix 3) and completing the register at the time of the meeting

### 2.8 Subject Network members - 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 via shared documents, replying to emails in a timely manner, completing information gathering requests,
- Once in receipt of the agenda, preparing contributions to the meeting in consultation with your department
- 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 of 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 HEP follows 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 within shared registers on the day of the meeting
  - minutes are circulated (and copied to Emma Pett, HEP) within one week of the meeting taking place.



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## Appendix 1 - Subject Network Leads

Bolder Academy	Science	Natasha Taylor	Bolder Academy
	History	Sam Jones	Bolder Academy
Brentford School for Girls	Sociology	Gita Agnihotri	Brentford
	Health & Social Care	Maya Williams	Brentford
	Film & Media	Tim Holloway	Brentford
	English	Emma Downton	Brentford
Chiswick School	PSHE/Citizenship/SMSC	Andrea Kitteringham	Chiswick
	Psychology	Sophie Parker	Chiswick
	SENCO	Claire Lewis	Chiswick
Gumley House Convent School	Maths	Kamlesh Ladva	Gumley
	Music	Monica Esslin-Peard	Gumley
	Drama	Ellie Rouse	Gumley
The Heathland School	Business & Economics	Sukhjivan Kaur	Heathland
Heston Community School	Heads of Sixth	Ingrid Hall	Heston
	Physical Education	Stuart Howkins	Heston
Kingsley Academy	EAL	Louise Black	Kingsley
	SENCO	Sarah McCarron	Kingsley
Lampton School	MFL	Horacio Quintana	Lampton
Logic Studio School	Computing	Andrew Asante	Logic Studio
Reach Academy	DSL	Georgia Strong	Reach
Springwest Academy	Data Managers	Karen West	Springwest
St Mark's Catholic School	Visual Arts	Sarah Sandeman	St Marks
	Technology	Sarah McIntyre	St Marks
The Green School Trust	RE/Philosophy	Joel Bailey	TGS

CEIAG & Geography Leads TBC



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## Appendix 2 Senior Leaders of Teaching and Learning Representatives

School	SLTL representative
Bolder Academy	Jonny Hurn
Brentford School for Girls	David Eagleton
Chiswick School	Graham McNamara
Gumley House Convent School	Fiona Russell
Gunnersbury	Carolyn Cullen
The Heathland School	Monika Sandhu
Heston Community School	Beth Hart
Isleworth & Syon	Laura Lane
Kingsley	Jo Ainsworth
Lampton	Alex Leggett
Logic	Lottie Chettle
Nishkam	Bill Milligan
Reach	Claire Couves
Springwest	Ellie Carding
St Marks	Mark Longuehay
TGSG	Rafael Espinosa
TGSB	Alan Bate
West Thames College	Marta Gajewska-Kopczyk
Woodbridge Park	Marlene Spencer



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## Appendix 3 - Schedule of activities

What	When	Who			
		HEP	SLTL Rep	SN Lead	SN Members
<b>Autumn Term 2022</b>					
Leads meeting agenda finalised and circulated to Leads	By 20th September 2022				
<b>Subject Network Leads Meeting (in person)</b>	<b>27th September 2022</b>				
Agenda planning shared document circulated by HEP and completed by Leads and Members	3rd October 2022				
Agenda finalised and circulated to Network Members (cc Emma)	By 1st November 2022				
<b>Autumn Term Network Meetings (in person)</b>	<b>8th November 2022</b>				
Minutes circulated (cc Emma) to members	By 15th November 2022				
Meeting attendance data circulated to SLTL	By 15th November 2022				
<b>Spring Term 2023</b>					
Agenda planning shared document circulated by HEP and completed by Leads and Members	30th January 2023				
Agenda finalised and circulated to Network Members (cc Emma)	By 21st February 2023				
<b>Spring Term Network Meetings (virtual)</b>	<b>28th February 2023</b>				
Minutes circulated (cc Emma) to members	By 7th March 2023				
Meeting attendance data circulated to SLTL	By 7th March 2023				
<b>Summer Term 2023</b>					
Agenda planning shared document circulated by HEP and completed by Leads and Members	5th June 2023				
Agenda finalised and circulated to Network Members (cc Emma)	By 20th June 2023				
<b>Summer Term Network Meetings (virtual)</b>	<b>27th June 2023</b>				
Minutes circulated (cc Emma) to members	By 5th July 2023				
Meeting attendance data circulated to SLTL	By 5th July 2023				
Annual evaluation form open for Leads and members to complete	27th June - 11th July				
Annual Report Produced	By 20 September 2023				