**Terms of Reference**

**Name of group:**

Curriculum Kernewek Knowledge Mapping and Quality Assurance Group

**Title:**

Terms of reference (updated October 2023)

**Purpose / role of the group:**

**Purpose**

The primary purpose of this group is to support the development of Curriculum Kernewek through identifying and defining the key concepts and core substantive knowledge that children should encounter as they progress through a study of the Curriculum Kernewek; and to sequence (map) this knowledge in such a manner as to enable those children to learn more and remember more.

The group will also have a key role to play in the commissioning and quality assuring of content (schemes of work and lesson plans) to be produced by education settings, and other organisations working with the education sector, which are derived from the knowledge maps that have been created.

The group has been established, and will be chaired by, the Senior Education Effectiveness Officer (SEEO) who is leading on the Curriculum Kernewek project.

**Key aims and responsibilities**

The aims and responsibilities of the group are to:

1. Identify the key concepts and core substantive knowledge that children should learn and remember as they progress towards achieving the aims of the Curriculum Kernewek.
2. To map this knowledge in a coherent, sequenced, progressive and age-appropriate format that enables long term learning of the content
3. To commission education settings, and other organisations working with the education sector, to prepare schemes of work derived from the curriculum maps
4. To quality assure those schemes of work and to ensure that they are ready for wider dissemination.
5. To identify potentially contentious or disputed areas and to seek clear and fair approaches to presenting them in the curriculum.
6. To facilitate communication, debate and dialogue at strategic and operational levels (both within the directorate and with service users) with regard to Curriculum Kernewek.
7. To advocate and promote Curriculum Kernewek and promote the need for fairness, justice and equal access to the said curriculum.
8. To identify and address any gaps or training needs and to ensure that this information is shared so that gaps can be filled.

**Membership:**

Membership of this group is by invitation only, from the lead SEEO.

The Group will be formed of individuals who, in their right, or through the organisations they represent, collectively hold the requisite knowledge across each of the four strands of Curriculum Kernewek to enable the effective selection and mapping of key concepts and core substantive knowledge, within them.

To achieve this balance, membership will be drawn broadly from the fields of both academia and education; including cultural and heritage organisations, schools and other educational settings, local authority teams and the business sector.

To ensure an appropriate balance is kept between proportionate representation and the efficient management of the group, at any given time membership of the group shall not exceed 22 people.

Members will work together in a positive and respectful way that is anti-discriminatory and non-judgemental. Members should feel confident in contributing to the group, in listening to others with patience and respect, and in discussing issues in a non-confrontational way.

Members will be champions of equality, diversity and inclusion and will be fully committed to the Council’s values of equality, diversity and inclusion and will support the ongoing work of the Council Equality and Diversity Steering Group.

A review of the terms of reference and group membership will take place every 12 months.

**Accountability:**

The balance of membership within the group promotes expertise both within and across the four key strands of Curriculum Kernewek.

Whilst, from time to time, certain members of the group will be contributing knowledge and expertise to certain strands, they will not be held accountable for reporting back on activities and progress within those strands, since this remains the overarching responsibility of the full group.

**Review:**

The group will meet annually to review the relevance and value of its work and to review the terms of reference.

**Working methods / ways of working:**

The group will meet together and adopt the same shared learning approach; however, there is the potential for sub-groups to be formed which align themselves with the four strands of the Curriculum Kernewek.

These groups will take individual responsibility for knowledge mapping within specific strands and report this back to the wider group.

**Meetings:**

Meetings will be held half termly at Cornwall Council offices, with agenda and meeting papers circulated in advance.

Meetings will be organised and chaired by the SEEO. Topics for the agenda will be generated from the ongoing work of the group.

The format of the meeting will vary according to the agenda but will involve whole group learning and task based activities as well as small group activities. There is no intention to invite non-members of the Group to the meetings other than for training purposes, however in circumstances where this is the case this will be with the agreement of the Group.

The SEEO will provide secretariat for the group, or otherwise delegate this responsibility to another member of the Working Group as appropriate.

**Sharing of information and resources (including confidential materials)**

Resources and information will be shared between the group at meetings and, outside of meetings, via confidential email.

No personal or sensitive information will be shared at the meeting, nor school level data.

Authored by:

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