

Post 16 & HE Phase Committee

Terms of reference

The Post 16 & HE Phase Committee is a sub-committee of the Education Committee and subject to the statutes and standing orders of the Geographical Association (GA). These terms of reference are set by the Education Committee.

PC membership should aim to reflect the full age range and ethnic diversity of the teaching workforce, and nurture a new generation of contributors. [Kinder 2017 p341, *The Handbook of Secondary Geography*, Sheffield: GA]

1. Purpose and Functions

The purpose of the Post 16 & HE Phase Committee is to support GA members and promote and safeguard the study and teaching of post 16 and HE Geography.

This will involve:

- Monitoring current developments in Post 16 education and HE;
- Initiating discussion and when relevant publishing papers or writing reports on developments in Post 16 education and HE;
- Disseminating information, innovations and good practice and assisting with enquiries;
- Representing the views of those in Post 16 education and HE to the GA and liaising with other organisations and groups concerned with Geography in Post 16 education and HE.

2. Membership

The Post 16 and HE Phase Committee shall have up to 12 regular members (including the Officers), up to 4 ex-officio members, up to 3 co-opted members, and corresponding members who do not normally attend meetings. Membership is open to any Full, Associate or Life member of the GA who has an interest in the field of Post 16 and HE Geography. The Officers and regular members of the Phase Committee should include at least:

- 3 with an interest in Sixth Form teaching in secondary schools;
- 4 with an interest in teaching in further education sector colleges (Sixth Form, Tertiary and General FE);
- 3 with an interest in teaching in HE;
- 1 PGCE/NQT student;
- 1 with an interest in teaching in Adult education.

There will be these Officer posts:

- Chair, who will chair meetings and represent the group on Education Committee. The chair is an officer of the GA, responsible to the Education Committee for the overall conduct and output of the group;
- Vice Chair, who will deputise, as and when the need arises, for the Chair;
- Secretary, who is responsible for convening and minuting meetings, reporting on these and other activities to the Education Committee.

- Treasurer, who is responsible for overseeing the Phase Committee's funds and presenting accounts to the Education Committee

The Chair and Secretary shall present annually an action plan and report to the Education Committee.

Nomination and election to Officer posts shall be made by regular members of the Post 16 and HE Phase Committee at the Annual General Meeting (AGM). In the event of there being more than one nomination for any post there shall be a secret ballot of regular members. The Chair shall have a casting vote in the event of a tie. Post holders shall normally serve for three years, and for at most two consecutive terms.

In the event of vacancies arising between AGMs the Post 16 and HE Phase Committee is authorised to appoint replacements to serve until the next AGM.

3. Meetings

The Post 16 and HE Phase Committee shall normally meet 3 times a year in October, February and June. Additional meetings for specific tasks or sub-committees may be arranged.

The Autumn meeting will review the work of the previous academic year to inform the work plan for the ensuing year.

Meetings will, where possible, occur after the Education Group meetings to be better able to respond to issues raised by that group.

4. GDPR

As a consequence of the General Data Protection Regulations (**GDPR**) (May 2018):

These Terms of Reference must be shared with group members.

All group members must be aware of the expectation their contact details are needed as part of the membership of the group.

Contact details must not be shared with any individual or organisation other than GA headquarters staff.

Contact details of former group members must be deleted

5. Review

The membership, activities and terms of reference of the Post 16 and HE Phase Committee will be reviewed by the Education Committee at least every three years.

Date: Oct 2018

Date for review: Oct 2021