Terms of Reference:
SRC and FfE Publication User & Development Group

Purpose
1. The primary purpose of the development group is to test and provide recommendations on the publication of Framework for Excellence and School Report Card outputs and information into the public domain. The scope includes:
   - Reviewing existing or alternative processes of data collection, collation and presentation
   - Use of performance indicators and supporting information for learners, parents, careers, advisers and other influencers.
   - Development or refinement of existing or alternative performance indicators
   - Identify any key issues regarding the development or future implementation of the Framework for the target group
   - Devise options to resolve any emerging issues identified by the group

Membership
2. The Development group will comprise:
   - at least one member representing schools and one member representing local authorities in the pilot
   - LSC lead officer plus one other
   - Relevant DCSF lead
   - SSF Pilot policy/project manager

The Development Group will/may wish to invite:
   - additional specialist FIE LSC staff including PI leads
   - other external stakeholders relevant to the work of the group including IAG and careers specialists for example

The Group will also convene and run focus groups with end users including young people, parents and other influencers.

Meeting
3. The development group will meet no more than three times for half days:
   - 9th October 2009 – Coventry LSC National Office
The focus groups will be run as separate sessions and report to the Development Group. The focus groups will take place at pilot sites.

Communication
4. Additional communication will be by e-mail and when agreed, visits to pilot sites.

Reporting and governance
5. The SRC and FfE Publication user and development group will report directly to the LSC Project Board regarding the progress of each deliverable. Issues raised by the group will be reported, by the chair, to:
   - Framework Policy Committee regarding matters requiring a policy resolution
   - Framework Technical Assurance Group regarding matters relating to quality assurance of data sources.

In addition, the group’s chair will report the progress of the group and any headline issues to the Framework Pilot Project/Policy Manager. It is anticipated that progress reports of the work the development group will be provided to:
   - UPPPAF School Pilot Stakeholder Group for comments and advice (is this the steering group?)
   - External Stakeholder Group for information (Is this the FfE stakeholder group?)
   - Sponsoring Board on progress

A summary of the governance and reporting arrangements can be found in Annex A

Stakeholders
7. The lead officer will act as a conduit to work with other key stakeholders which have an interest in the publication of SRC and FfE outcomes.

Decision schedule
8. The following key areas require advice or recommendations from the group. The key decisions are found in Annex B.
Key Contacts for Pilot school and local authorities

9. All school and [local authority] pilot members will feedback to their respective organisations the progress and outcomes of the group.
Annex Governance and Reporting Structure.

- **Framework For Excellence Sponsoring Board**
  - Advises
  - Reports

- **Framework For Excellence Stakeholder Group**
  - Reports

- **Framework For Excellence Policy Committee**
  - Task
  - Reports

- **Pilot User and Development Group**
  - Reports

- **Framework For Excellence Technical Assurance Group**
  - Task
  - Reports

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<tr>
<th>Key deliverable</th>
<th>Issues or risk to be resolved</th>
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<td>Address issues of timing</td>
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<td>Look and feel of public presentation of outcomes</td>
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<td>Value to learners, parents and other influencers</td>
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