

Joining the Dots Transition Network

Terms of Reference 2019-2020



The **Joining the Dots Transition Network (Network)** is for educators and wellbeing staff, community agency workers and others who wish to improve their primary secondary school transition and engagement practice. Through interactive sharing of practice, quality professional learning, networking and working together in local clusters, members will improve their capability to prepare and support students and their families for the journey from Year 4 to Year 9. This collaborative and early intervention approach is key to supporting all young people and their families during transition, but is essential for those who are vulnerable to disengagement.

Background

The [Joining the Dots](#) project (2012-2018) has clearly demonstrated that an effective transition to secondary school is a key factor in determining whether young people remain engaged in education, complete secondary school and transition into positive career pathways. The development of this network has been driven by feedback from project participants, and it is one of the key recommendations from the 2018 Project evaluation.

1. Aim

The Network aims to build the capability of schools to improve their transition and engagement practice from Year 4 to Year 9. More specifically this will include:

- practice and knowledge sharing between members
- targeted professional learning
- networking opportunities to promote conversations, relationships, trust and collaboration
- linking school members with appropriate local community agency workers who can provide additional support for school, students & families
- enabling existing local transition clusters to meet and/or new clusters to form
- raising awareness of the need for an effective whole school transition process that is embedded in curriculum

2. Membership

Organisational membership is open to:

- Primary and Secondary School Transition Coordinators (or equivalent roles), teachers and wellbeing leaders from all schools in Moreland, Darebin and Yarra
- Local community agency workers with resources and capacity to support schools, students and families during transition to and within secondary school
- Key representatives from the Department of Education and Training, Catholic Education Melbourne and Independent Schools Victoria
- Other appropriate educators

Each organisation is able to nominate up to three members, one of whom is designated as the lead member (usually the Transition Coordinator). In addition to a Transition Coordinator, schools and other education settings are encouraged to include a wellbeing representative to enable a fulsome discussion and understanding of transition and its impact on student engagement.

Where agreed, Network member contact details will be shared with other members.



3. Membership fees

An annual membership fee of \$1,500 + GST per organisation will be raised in the first term of each year. These funds will provide for:

- Network and Steering Group meeting venues, catering and guest speakers
- the employment of a Network Coordinator by the Inner Northern Local Learning and Employment Network Inc (INLLEN)
- other administration costs such as photocopying, laptop and mobile phone

The INLLEN will initially act as banker for these funds. This process will include:

- Invoices to be issued to each member
- All income and expenditure will be allocated to a dedicated Network account
- Membership fees will be reviewed annually by the Steering Group
- A finance report will be presented by INLLEN at each Steering Group meeting

4. Responsibilities of Members

Members are expected to:

- attend scheduled meetings and contribute to the development of the Network
- share appropriate resources and/or examples of good transition and engagement practise
- work collaboratively with all members to build trust and enduring organisational relationships
- work to embed good transition and engagement practise in their organisation's Annual Implementation /Action Plan and/or Strategic Plan
- work to embed active network membership within the member's role (succession planning)
- share learnings from network meetings with leadership, colleagues, students, families and other partners, where appropriate
- participate in the planning, implementation and review of a Network Evaluation

5. Values

- The Network respects the ideas and contributions of all members, and values open sharing and collaboration.

6. Governance / Steering Group

- Governance of the Network will be provided by a Network Steering Group comprised of up to nine Network members, including INLLEN
- The Steering Group will be responsible for setting the strategic direction of the Network, overseeing the structure of the Network meetings and supporting the Network Coordinator to implement Network meetings
- The Steering Group will meet a minimum of three times per annum to plan, prepare and review Network meetings
- The Steering Group will have oversight of Network finances
- A consensus decision-making model will be used by the Network Steering Group
 - Consensus is defined as the willingness among all members to support a decision once it is made. Consensus does not mean that all members necessarily think the chosen decision is the best one, or even that it will work. Rather, all members feel that their organisations' position has been expressed, heard and understood in the process of arriving at the final decision.



- The Steering Group will contribute to the development of an evaluation framework and associated tools
- The founding Steering Group members will be drawn from the Joining the Dots Reference Group and other expressions of interest received by the INLLEN
- Membership will be for a minimum of 1 year with annual election of members
- The INLLEN Manager Transitions will support the development of the Network in semester one 2019, participating in Steering Group and Network meetings

Office bearing roles:

- The role of Chair will be undertaken by Ralph Gotlib, Principal, Lynall Hall Community School and rotated annually. The Chair has responsibility for chairing the Steering Group meeting and developing the agenda
- The role of Deputy Chair will be undertaken by Sandra Dickins, Acting Assistant Principal, Fitzroy High School and rotated annually. In the absence of the Chair, the Deputy Chair will assume the Chair's responsibilities

7. Network Coordinator

The role of the Network Coordinator is to:

- implement & facilitate the Network meetings
- participate in Steering Group meetings to report on progress and provide input into future direction, as requested
- provide secretariat duties for the Steering Group and Network meetings
- actively promote the Network across the inner north of Melbourne
- maintain a current membership database
- develop and implement an evaluation framework and associated tools, with input from the Steering Group
- develop a brief annual Network Report for the Steering Group that includes an overview of the Network meetings, evaluation summary, finance report, and recommendations for the following year

8. Network Meeting Times and Structure

- The Network will meet once per term (4 times per annum) – see Appendix 1
- The meetings will generally run for a full day at a fixed time and day of the week
- Morning tea, lunch, venue hire and guest speakers are included in the annual membership fee
- Meetings will be held at member schools where possible to maximise awareness of other settings
- The meeting structure is to include opportunities to:
 - build professional networks
 - share practice & knowledge
 - participate in relevant professional learning
 - link with local community agencies that can provide additional support for the school, students &/or families
 - enable individual transition clusters to meet and progress local actions/projects
- Working groups may be formed to work on specific issues and report back to the Network



9. Evaluation and Reporting

- An evaluation framework and appropriate tools will be developed, implemented and reviewed
- Members will complete a short evaluation survey at the end of each Network meeting
- Network and Steering Group members will complete an evaluation survey followed by a group discussion at the final meeting of the year
- Evaluation findings will inform recommendations for improvement in the following year.

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APPENDIX 1 - Meeting Schedule 2019

| Meeting Type | Term 1 | Term 2 | Term 3 | Term 4 |
|-------------------------------|--|----------------------------------|----------------|--------------------------------------|
| Network Steering Group | Thu, 28 February, 10:00 – 12:00noon | Thu, 16 May 10:00 – 12:00noon | - | Thu, 24 October 10:00 – 12:00noon |
| Transition Network | Thu, 21 March 8:30am – 2:00pm | Thu, 6 June | Thu, 15 August | Thu, 7 November |