



Sparking creative  
connections in Wakefield

## **SPARK**

### **Wakefield Cultural Education Partnership**

### **Terms of Reference**

Revised January 2024/ Review Date: January 2025

*“SPARK aims to ensure that every child and young person in Wakefield, whatever their background, will be inspired to take part, enjoy and benefit from the rich arts and cultural experiences across the district. To be an advocate for the value of arts, culture, and creativity, removing barriers and raising awareness with schools and families to support access in and out of formal education. Working in effective partnerships, sharing ideas and resources to champion an exciting, inclusive, progressive cultural offer that can make a difference to the lives of all young people.”*

# SPARK Terms of Reference

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## 1. Background

SPARK is the Local Cultural Education Partnership (LCEP) in Wakefield and is made up of a group of organisations and individuals working to ensure children and young people across the borough can enjoy, benefit from and progress in arts and culture.

Wakefield's LCEP was established in response to Arts Council England's October 2015 Cultural Education Challenge

<http://www.artscouncil.org.uk/children-and-young-people/cultural-education-challenge>

and continues to respond to the "Lets Create," agenda. [Let's Create | Arts Council England](#)

The partnership was formally established by a number of partners across Wakefield with support from IVE, Yorkshire and the Humber's ACE Bridge organisation in March 2016. SPARK is made up from the following sectors: Local Authority, Further Education, Schools, Arts and Cultural Organisations, Freelance artists, Youth Sector, Public Health and others. SPARK is inclusive and welcomes new organisations and individuals to our partnership. Current partners include:

- Build Our Futures
- Empath Action CIC
- National Coal Mining Museum for England
- Theatre Royal Wakefield
- The Hepworth Wakefield
- Wakefield College
- Wakefield Libraries
- Wakefield Museums and Castles
- Wakefield Music Services
- WDH
- West Yorkshire Archive Service
- Yorkshire Sculpture Park and National Arts Education Archive

## 2. Purpose & Role

SPARK's mission is to ensure that every child and young person in Wakefield, whatever their background, will be inspired to take part, enjoy and benefit from the rich arts and cultural experiences across the district. To be an advocate for the value of arts, culture, and creativity, removing barriers and raising awareness with schools and families to support access in and out of formal education. Working in effective partnerships, sharing ideas and resources to champion an exciting, inclusive, progressive cultural offer that can make a difference to the lives of all young people.

SPARK aims, through collaboration with partners, for:

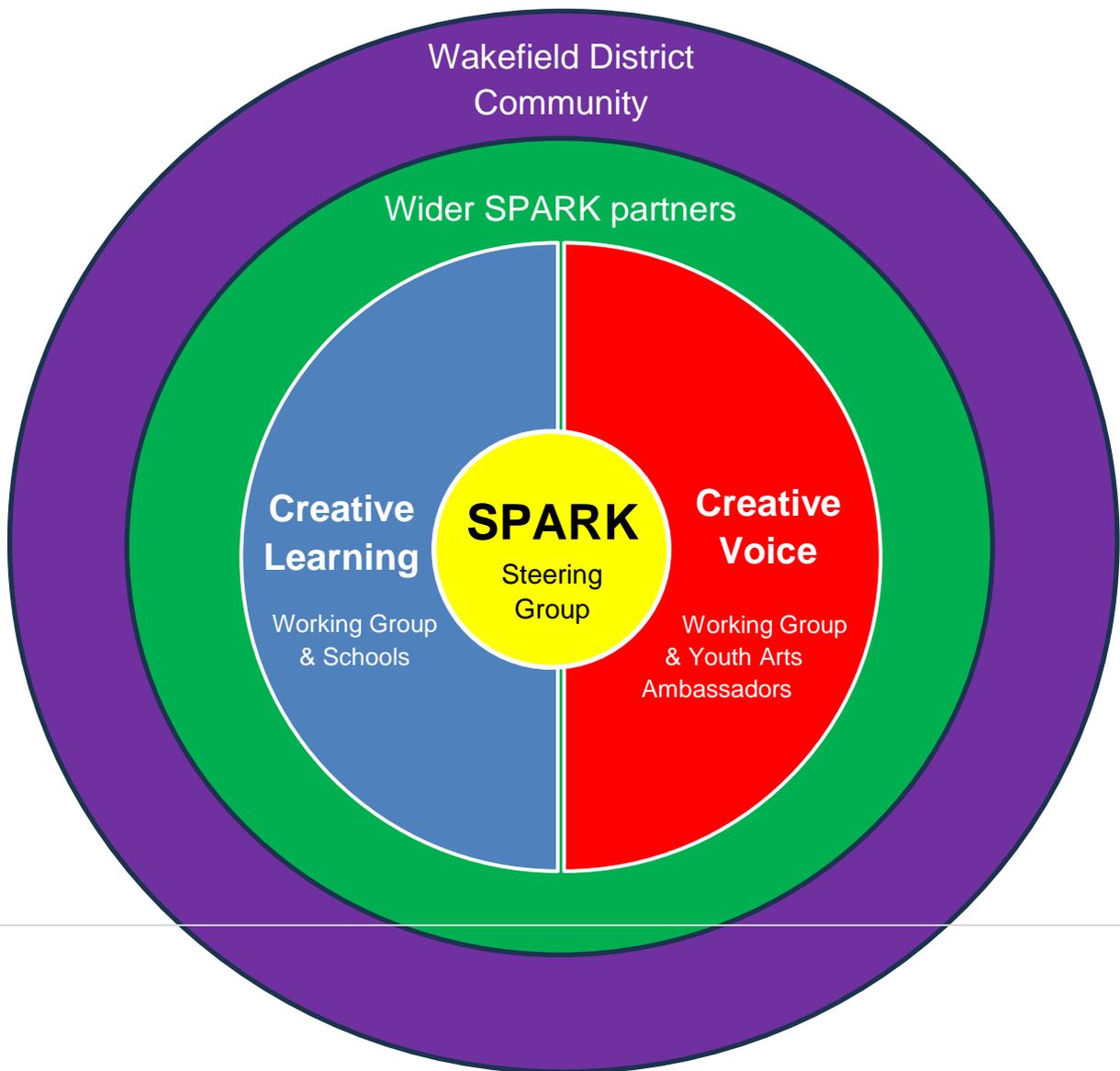
- More children and young people to influence, take part and progress in a wider range of arts and cultural activity across Wakefield.
- Improved visibility, quality and relevance of the arts and cultural offer for young people.
- Improved health, wellbeing, creativity, resilience and aspirations of children and young people in and out of formal education.

SPARK will do this through two interrelated strands:

1. **Creative Voices** - Putting the voice of children and young people central to design and delivery of cultural provision for and with their peers in Wakefield.
2. **Creative Learning** - Inspiring and supporting educators, children and young people through place-based learning\*, to engage with the rich cultural and artistic landscape within the Wakefield district.

\*Place-based learning is defined here as a pedagogy that uses local context, resources and knowledge to frame learning both within and outside the classroom and is created in collaboration with local people to meet the needs of local children and young people.

### 3. SPARK Governance Structure



### 4. Roles and Responsibilities:

#### 4.1 Steering Group Purpose & Members

Steering group partners contribute to setting the vision, strategic direction and public profile for the partnership. Overseeing and monitoring finance and delivery and devising initiatives, tasking the working groups and wider partnership as required.

The steering group members will attend 6 regular half term meetings annually. For decisions to be passed at the steering group there must be a quorum group of 60%. It is expected that steering group members will attend a minimum of 4 meetings out of 6 per year (one every 2 months) and participate in the annual review. As part of the

annual review, attendance of steering group partners will be reviewed to ensure our work is effective. Please refer to section 4.2 for accountability of the steering group.

*The steering group will be composed of 6 people who will take an active role and represent the different sectors across the Wakefield District. Responsibilities of the steering group include:*

- Working together to agree strategy and steer the Partnership.
- Managing budget and HR issues.
- Attending and leading, where appropriate, network meetings.
- Engaging with the wider membership on issues that matter to them.
- Remaining up to date with the business of the steering group by reading all relevant papers prior to meetings where decisions or approaches may be agreed. (Feedback after key meetings should also be channelled through the Chair, Vice Chair, Creative Voice and Creative Learning Coordinators.)
- Participating in task and finish groups where required.
- Identifying possible new members (as part of the annual review process) and formulating an introduction.
- Advocating for cultural education and representing SPARK's interests.
- Undertaking the administrative and financial reporting requirements of SPARK.

Current Steering Group members are:

- Phil Needham (Chair) – Wakefield Music Services
- Nat Walton - Freelance/CIC
- Claire Pickering – Wakefield Council/Libraries
- Kathryn Brame – Yorkshire Sculpture Park/Cultural Organisations

- Marie Dalton – Wakefield College/Education

## **4.2 SPARK Chair**

*The Chair will be voted in by a majority vote of steering group members. This will ideally be a chair independent from the main partners in the LCEP. The role is for 2 years. The independent Chair can be asked by the steering group to extend their role by a further year.*

The Chair's responsibilities are to:

- Regularly liaise with the Vice-Chair and ensure they know enough about the current issues within the partnership to be able to stand in at short notice.
- Set the agenda of the steering group meeting, in collaboration with the Vice Chair and Creative Voice and Creative Learning Coordinators
- Lead the steering group meeting, maintain order at the meeting, ensure the conventions of the meeting are being followed, ensure fairness and equality at the meeting. Ensure the agenda is followed in a timely fashion, to ensure all agenda items are covered in the time allotted.
- Approve the official notes of the steering group meeting, confirming that they are a correct and truthful representation of the events at the meeting.
- Attend network meetings and take a slot to update partners on SPARK's progress since the last meeting.
- Coordinate an approach to oversee the work of the Creative Voice Coordinator, Creative Learning Coordinator and Creative Wakefield
- Represent the group publicly and at LCEP events.
- Liaise with Creative Wakefield and WMDC on current LCEP thinking.
- Ensure that SPARK undertakes an annual skills/interests audit of group members at the start of each calendar year, which will identify training requirements and feed into the annual review in April.
- Ensure that SPARK takes a strategic approach, that includes evaluation, fundraising and future-proofing.

### **4.3 SPARK Vice Chair**

*A Vice Chair will be voted in by a majority vote of steering group members. Ideally, the Vice Chair will be drawn from a different sector to the chair. The role is for 2 years.*

The Vice Chair responsibilities are to:

- Work with the Chair and Creative Voice and Creative Learning Coordinators on setting the agenda of the steering group meeting.
- Stand in for the Chair as required and help with important decisions between meetings.
- Regularly liaise with the Chair to ensure they know enough about the current issues within the partnership to be able to stand in at short notice.
- Attend network meetings.
- Represent the group publicly and at LCEP events.
- Support the Chair to take a strategic approach, that includes evaluation, fundraising and future-proofing.

### **4.4 Creative Voice Working Group - Purpose, Membership & Coordination**

*The purpose of the creative voice working group is to champion and develop creative and cultural initiatives and activities for young people. We will do this using the voice, ideas and aspirations of a diverse range of young people from across the district. It is anticipated that the group will be made up of between 8 and 10 members. The Creative Voice lead will coordinate the working group and its activity.*

The creative voice working group coordinator's responsibilities are to:

- Lead the creative voice working group in consultation with the steering group.
- Report progress to the steering group.
- Report steering group progress to creative voice working group.
- Delegate tasks to the steering group, where appropriate.
- Support the steering group to take a strategic approach, that includes evaluation, fundraising and future-proofing.

Current representation is:

- Sarah Osborne (Creative Voice Coordinator) - Yew Tree Youth Theatre
- Rose Gaynor - Wakefield Museums
- Karen Wilkinson - Wakefield Libraries
- Amy Boothroyd – National Coalmining Museum
- Marie Dalton - Wakefield College
- Elaine Armstrong - Wakefield Council Youth Voice/Build Our Futures
- Steven Busfield – Empath Action CIC

As 'active partners' of SPARK, it is expected that members of the working group will:

- Actively contributes to the working group and any appropriate task and finish groups.
- Attend monthly meetings and contribute to the development and the delivery of SPARK strategies and initiatives. It is expected that members of the working group will attend a minimum of 8 meetings per year.

#### **4.5 Creative Learning Working Group - Purpose, Membership & Coordination**

*The purpose of the creative learning working group is to champion and develop creative and cultural initiatives and activities for young people within education. We will do this using the voice, ideas and aspirations of a diverse range of educators and practitioners from across the district. It is anticipated that the group will be made up of between 8 and 10 members. The Creative Learning lead will coordinate the working group and its activity.*

The Creative Learning Working Group Coordinator's responsibilities are to:

- Lead the creative learning working group in consultation with the steering group.
- Report progress to the steering group.
- Report steering group progress to creative learning working group.
- Delegate tasks to the steering group, where appropriate.
- Support the steering group to take a strategic approach, that includes evaluation, fundraising and future-proofing.

Current membership and representation is:

- Kate Fraser (Group Coordinator) SPARK
- Louise Bragan - Culture & Leisure
- Phil Needham – Wakefield Music Services
- Sharon Healy – National Coal Mining Museum for England
- Bea Wright – The Hepworth, Wakefield
- Nat Walton - Freelance/CIC
- Claire Pickering – Wakefield Council/Libraries
- Kathryn Brame – Yorkshire Sculpture Park/Cultural Organisations)
- Aoibheann Kelly - Theatre Royal Wakefield
- Anna Carter - West Yorkshire Archive Service
- Mark Lord – Wakefield Traded Services

As 'active partners' of SPARK, it is expected that members of the working group will:

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#### **4.6 Accountability & Review of Membership**

SPARK partners bring their expertise and particular interests from their representative bodies and then work together through SPARK to develop, agree, implement and monitor specific programmes of work set out in the agreed purpose for the group.

When joining, the SPARK organisations will receive the following:

- expectations of members (as stated in ToR)
- outline of their role and responsibilities

- term of office (where relevant)

SPARK will review the relevance and value of its work, against the Terms of Reference on an annual basis. As part of the annual review the steering group and working groups will review membership of both groups and members will participate in an annual skills/interests audit at the start of each academic year. This will identify any gaps in the steering group and working groups and inform the annual review.

## **5. Wider SPARK Network**

One main aim of SPARK is to develop its network and wider membership. It is anticipated that network members will receive monthly communications such as newsletters, quarterly network meetings and adhoc events that respond to national and local initiatives. Regular communications that will identify and highlight:

- Good practice, locally, regionally, and nationally
- Inspiring ideas and resources
- Local and national updates about the creative and cultural landscape
- Opportunities for discussion and to network with other members
- New ideas and initiatives
- pathways to support
- Learning offers by organisations and practitioners
- Cultural, arts and creative opportunities and events
- Opportunities for cultural and creative ambassadors, schools and SPARK members.

Members may join working groups dedicated to target areas of work such as Youth Voice and Schools. Working groups shape how SPARK develops and supports those targeted sectors.

## **6. Working methods / ways of working for steering group and working groups:**

- Topics for the agenda will be generated by previous meetings and by requests from group members directly to the Creative Voice and Creative Learning Coordinators
- If a conflict of interest presents itself to a Partner, where their personal interest or the commercial interest of an organisation with which they are associated, might be affected by the outcomes of a discussion by the steering group, they should declare it and, if appropriate, withdraw from the discussion.
- Agenda and papers for meetings will be circulated at least one week ahead of meetings by the Creative Voice and Creative Learning Coordinators. Minutes will be sent out within a week of the meeting.
- When unable to attend, members should notify the Chair and Creative Voice and Creative Learning Coordinators.
- Meeting locations will vary.
- Non-members can be invited to group meetings to ensure representation or share good practice.