



Partnership Agreement April 2018 – March 2020

Lead Organisation



Norfolk County Council



Professional Development Centre
144 Woodside Road
Norwich
NR7 9QL

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Partnership Agreement between

Norfolk Music Hub

Educator Solutions Music Service
Norfolk County Council
Professional Development Centre
Woodside Road
Norwich
NR7 9QL

and

Delivery Partner organisation

Date of commencement;

Date of completion;

Introduction

Norfolk Music Hub is a partnership of organisations which come together to provide the best possible music education for the children and young people of Norfolk. Music Hubs are funded by the Department for Education, administered by Arts Council England, to create more opportunities for children and young people to get involved in music.

Norfolk County Council's trading organisation, Educator Solutions includes the Norfolk Music Service and is the **Lead Organisation** for the Norfolk Music Hub and works in partnership with key local and regional music organisations to achieve this aim. As lead organisation Norfolk Music Service is responsible for reporting to Arts Council England.

Norfolk Music Hub will co-ordinate music provision with children, young people, schools and groups across the county according to the following core and extension roles as set out within the **National Plan for Music Education**:

Core Roles

- Ensure that every child aged 5 – 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument.
- Provide opportunities to play in ensembles and to perform from an early stage.
- Ensure that clear progression routes are available and affordable to all young people.
- Develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area.

Extension Roles

- Offer CPD to school staff, particularly in supporting schools to deliver music in the curriculum.
- Provide an instrument loan service, with discounts or free provision for those on low incomes.
- Provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students.

The Norfolk Music Hub Executive Board

The Norfolk Music Hub is overseen by an Executive Board which strongly affirms the right of all children and young people to access high quality music and high quality music education regardless of age, gender, race, educational needs, geographical and financial circumstances.

Hub Delivery Partners

Norfolk Music Hub Delivery Partners are organisations delivering or enabling Music Education opportunities for children and young people in Norfolk. Partner organisations agree to share and communicate with each other and are committed to enabling the highest quality of music education for children & young people. All partners agree to promote the activities of the Hub to enable children and young people across Norfolk to access high quality musical experiences appropriate to them.

All Hub partners agree to:

1. Contribute to the objectives of National Plan for Music Education in ways appropriate to their organisation
2. Share in the promotion of Music Hub events and opportunities for children and young people
3. Participate in networking opportunities to improve communication between Hub members
4. Attend meetings as required by the lead organisation and as far as reasonably practicable
5. Assist with annual Arts Council returns, as outlined by the lead organisation, for reporting and analysis purposes
6. Contribute to monitoring and evaluation of the impact of activity
7. Be positive ambassadors for the Music Hub
8. Brand and include the use of Arts Council England, the Department for Education and Norfolk Music Hub logos in all publicity material relating to Hub activity.

Both parties, Educator Solutions Music Service (the Norfolk Music Hub Lead Organisation) and the organisation identified below, agree to review the effectiveness of their collaboration annually.

Child protection, Insurance, Data Protection and HR Policies - For the duration of this agreement, all Music Hub delivery partners agree to:

- Provide a copy of their current Safeguarding Policy to the Lead Organisation and if acceptable, commit to following that policy throughout the duration of this Agreement
- Ensure that any adult engaging directly with children and young people through regulated activities is subject to appropriate satisfactory DBS clearances, safeguarding training and risk assessments
- Apply best practice in the delivery of the activity.
- Follow all latest relevant health and safety measures, risk assessment procedures, equal opportunity policies, GDPR requirements and Safeguarding procedures
- Maintain appropriate public liability insurance

Monitoring and Evaluation - All Hub Member Organisations agree they:

- Have systems in place to monitor and evaluate the quality of their delivery
- Regularly monitor the impact of activities together with their stakeholders
- Use evaluation to help improve their delivery
- Use outcomes of monitoring to influence the content of their future programming, training and CPD

Data

- All Music Hub members agree to provide Norfolk Music Hub as Lead Organisation with data as required by Arts Council England as far as reasonably practicable.

Funding

- Any Music Hub Delivery Partners who are commissioned with Hub funding or other resources (such as the loan of musical instruments or use of Music Service teaching staff) directly for Hub activities agree to comply with the conditions set out in the separate commissioning agreement document.

The below signed confirms their intention to abide by the terms of this Agreement:

On behalf of	(Delivery Partner organisation)
Signed	
Date	
Name	
Position	
Telephone	
Email	

Please return completed form to brenda.seymour@educatorsolutions.org.uk

Version 3

July 2018

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