

Student Placement Management Group Constitution

1. The Student Placement System

- 1.1 The Student Placement System (SPS) is a national electronic system for matching student teachers from Higher Education Institutions (HEIs) into local authorities throughout Scotland.
- 1.2 Jointly funded by HEIs and local authorities through the Scottish Government (thereafter called 'Stakeholders'), SPS is administered through the Student Placement Management Group (SPMG) and supported by the General Teaching Council for Scotland (GTCS).
- 1.3 The rationale for reviewing and creating an updated SPMG constitution is due to the changing landscape of Scottish teacher education.

2. Role of the SPMG

- 2.1 The general role of the SPMG is to provide national strategic leadership in student teacher placements. The SPMG will be responsible for improvement and accountability including:
- 2.2 making decisions on the continuous improvement of SPS by:
 - 2.2.1 taking account of stakeholder's views
 - 2.2.2 collecting system data from GTCS
 - 2.2.3 commissioning GTCS to take forward agreed improvements
 - 2.2.4 setting up sub-groups as required.
- 2.3 ensuring accountability by:
 - 2.3.1 monitoring the role of the stakeholders including partners
 - 2.3.2 monitoring the effectiveness of SPS and its administration by GTCS
 - 2.3.3 stakeholders will be provided with annual accounts, first quarter of each year and on request if required.

3. Membership representation

- 3.1 Membership of the SPMG will consist of:
 - 3.1.1 one voting staff member from each HEI
 - 3.1.2 one voting staff member from each local authority
 - 3.1.3 All stakeholders may seek agreement from the SPMG to invite an additional colleague to attend a specific meeting or, in the case of membership transitioning from one member to another, to attend several meetings in a shadowing role
 - 3.1.4 staff representation from GTCS and Scottish Government.
- 3.2 SPMG may invite guests to attend for a specific item in which they have expertise.

- 3.3 Any persons wishing to attend or become a member of the SPMG, should contact the servicing officer who will then liaise with the co-chairpersons of the SPMG to determine such request.
- 3.4 Each HEI is responsible for nominating its representative.
- 3.5 The responsibility for partnerships to have representation on the SPMG lies with each partnership.

4. Membership responsibilities

- 4.1 It is the responsibility of each member to ensure that:
 - 4.1.1 their organisation or partnership is fully represented and informed of matters arising within the SPMG
 - 4.1.2 information is fed back and where high-level decisions are required, that the relevant persons are sought within their organisation or partnership
 - 4.1.3 that actions raised within each SPMG meeting, are noted and must be carried out in advance of the next planned SPMG meeting where required.

5. Election of co-chairpersons

- 5.1 To emphasise the spirit of partnership, there should be two co-chairpersons, one from a HEI and one from a local authority.
- 5.2 Each co-chairperson should be nominated for a 2-year term and may be nominated to serve a further consecutive 2-year term maximum.
- 5.3 Co-chairs will stand down in alternate years to assist with succession planning.

6. Decision making process

- 6.1 Decisions will be made by the SPMG as a collective, having heard the views of relevant members, however, any member may seek a vote if consensus is unclear or for any other reason.
- 6.2 Voting will be for all members only.
- 6.3 Where a member feels that a decision is required by a more senior staff member within their organisation, and there has been insufficient time for consultation, then voting could be delayed by a time period determined by SPMG, to allow consultation to take place.
- 6.4 Members and organisations may produce many views on the placement process including SPS, and the SPMG should take account of these. However, any decisions made by the SPMG will determine which developments are to be undertaken.

7. Meeting arrangements

- 7.1 GTCS will provide a servicing officer for the SPMG, who will:

- 7.1.1 arrange all aspects of the SPMG including liaison with hosting venues and online platforms
 - 7.1.2 draft meeting minutes to be issued to members of the SPMG, within 10 working days of the meeting to which they relate
 - 7.1.3 clearly identify actions for each member where required.
- 7.2 SPMG should meet at least four times a year. In setting dates, account should be taken of lead-in times for issues such as technical developments and budgets.
- 7.3 Meetings will usually be held on a virtual platform with consideration given to occasional face- to- face meetings, as determined by SPMG.
- 7.4 Apologies for non-attendance at any SPMG meeting should be made to the servicing officer.
- 7.5 If a member cannot attend meetings, then the member may nominate a substitute provided the substitute is fully briefed and can contribute to the meeting and should inform the servicing officer prior to the next SPMG with the representative's name and contact details.

8. Sub-groups

- 8.1 For chairing sub-groups, the same representation pattern should apply as existing for co-chairperson of the SPMG. Where the subgroup is particularly small, or of very short working life, one chair could suffice.
- 8.2 Both HEIs and local authorities will have an opportunity to nominate other members of staff for sub-groups to widen involvement.
- 8.3 For continuity, only members of the SPMG should chair sub-groups to ensure reporting back to the SPMG.
- 8.4 The meeting minutes of the sub-groups should be undertaken by the servicing officer supplied by GTCS and distributed to members and stakeholders, in accordance with SPMG governance as listed above.
- 8.5 Sub-group meetings should be carefully timed for dates in between SPMG meetings to allow SPMG to respond to decisions made or tasks set by the previous SPMG meeting and to prepare a report, where required.

9. Communication

- 9.1 The SPMG has a duty to ensure widespread communication of its business.
- 9.2 Meeting minutes, agenda's and papers will be sent to all members of the SPMG.
- 9.3 Representatives of partnerships, should ensure that all documentation is sent to nominated persons of other local authorities within that partnership who may not have attended SPMG meetings.
- 9.4 Other organisations may be identified, such as Scottish Council for Deans of Education (SCDE) and Associate Directors for Education Scotland (ADES),

who may be on the circulation list for SPMG documentation as required, though not necessarily a member of SPMG.

- 9.5 Each partnership should be asked to have a standing item on their organisations relevant meeting agenda, to give them the opportunity to discuss and respond to SPMG business as required.