

Saracens School Superzones Working Group

Terms of Reference

Chair

Janet Djomba

Secretary

PH Officer

Reporting

Where will the progress of the working group be reported to?

Frequency of meetings: bi-weekly.

Meetings to be held bi-weekly. To be reviewed in December 2023 once formal stakeholder engagement has launched.

Supporting Documentation:

- Action Log
- Risk & Issues Log
- Stakeholder Engagement Plan
- Project Plan
- Minutes from the Previous Meeting

Agendas

Standing Agenda Items for Meetings:

- Welcome & introductions
- Action log and review of progress to date
- Stakeholder engagement and progression on co-production
- Updates on evaluation and KPIs
- Agree next steps
- AOB

Proposed Agenda for First Meeting:

- Review steering group membership
- Review Terms of Reference
- Agree project plans and timeframes
- Identify other meetings that may need to feed into the workstream to achieve aims
- Agree initial approach to stakeholder engagement
- Key risks
- Agree actions and next steps

Purpose of Meeting:

Considering the workstream objectives outlined below, the specific purposes of this working group is to:

- Bring together key stakeholders to agree the best way forward, support ongoing learning, review progress and ensure whole systems integration.
- Oversee the development of an implementation plan
- Oversee evaluation of the Saracens Superzone
- Oversee development of business cases for built environment investments that align with key priorities

Description of the Workstream

To co-produce a place-based approach to tackling health and environmental inequalities for students and the wider community around Edgware Primary School.

Specifically, the next steps for the workstream will be to work towards the following, within 3 months of establishment:

- Agree core project plan and approach
- Map existing community assets
- Develop and agree stakeholder engagement plan
- Agree evaluation framework
- Implement community engagement plan

Workstream Scope

Directly In Scope	Indirectly In Scope	Out of Scope
<p>Community Stakeholders</p> <ul style="list-style-type: none"> • Students and staff at Edgware Primary School • Community groups and organisations which are located within the Superzone catchment area • Ward councillors <p>Interventions</p> <ul style="list-style-type: none"> • Built environment interventions which have a direct impact on community safety, active travel and access to greenspaces within the Superzone catchment area. • Asset-based community development & co-production activities aimed at reducing health and environmental inequalities 	<p>Community Stakeholders</p> <ul style="list-style-type: none"> • Residents living within the Superzone catchment area • Students & staff at other schools located within the Superzone Catchment area. <p>Interventions</p> <ul style="list-style-type: none"> • Existing primary and secondary prevention programmes offered by Barnet Council & partners for students and staff available at Edgware Primary School and/or residents residing within the Edgware Growth Area. • New primary and secondary prevention programmes that have identified other investment/resources (i.e., not funded through the Superzones project budget) 	<p>Community Stakeholders</p> <ul style="list-style-type: none"> • Residents outside of the Superzone catchment area <p>Interventions</p> <ul style="list-style-type: none"> • Medical services e.g. hepatology, respiratory and diabetes • Built environment interventions that do not have identified resourcing • New primary and secondary prevention programmes not resourced elsewhere

Interdependencies with other workstreams:

- Colindale Community Network*** (need to check what this is actually called)
- Connecting Colindale

Membership:

Name	Position	Team	Email Address
Alison Jacob	Head Teacher	Edgware Primary School	head@edgwareprimary.co.uk
	PSHE Lead	Edgware Primary School	
Deepa Chauhan		SAFA	deepa.chauhan@outlook.com
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Vishal Patel	GP Registrar	Public Health	Vishal.Patel@Barnet.gov.uk