



## 1. Introduction

The Surrey Cultural Education Partnership (CEP), to be known as **Culture Box Surrey**, is a network of leaders from the arts, heritage and education sectors within Surrey who have committed to work in partnership and to align resources to ensure that children and young people, in particular those who are currently underserved, have access to high quality cultural educational opportunities.

Culture Box Surrey sits within the national CEP initiative currently comprising around 100 local CEPs, supported by Arts Council England (ACE) through 10 regional Bridge organisations.

## 2. Vision and values

We believe that all children and young people in Surrey, and particularly those who we know are more marginalised, have a right to experience the potentially lifelong benefits of meaningful cultural learning. Our vision is that Culture Box Surrey will be an interface between schools and cultural providers that will enhance the capacity of both sectors to better engage children and young people in artistic and cultural practice. Our schools can learn from the Arts providers the power of enriching the curriculum and personal development through deep engagement in the arts. The Arts providers can learn from the schools how to overcome barriers to engagement, to embed arts learning with the schools. We believe that through working together we will enhance the capacity of both sectors to better engage children and young people in artistic and cultural practice – enriching the artistic life of our community for all.

To further this, we propose:

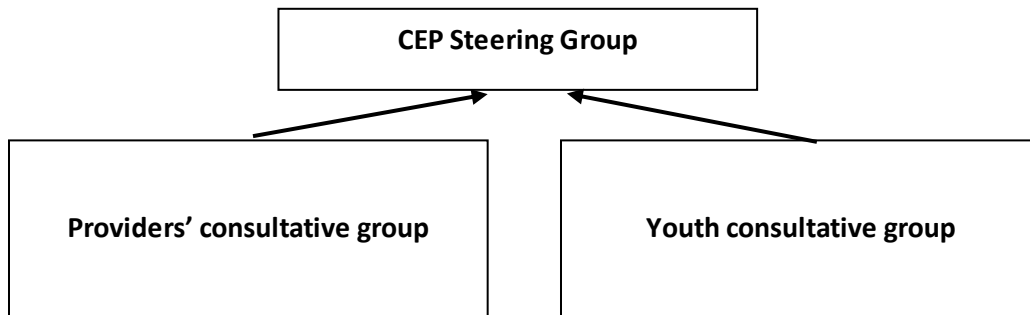
- **That to be sustainable and deliver on our vision** the governance of the partnership needs to incorporate the strategic voices of both schools and arts organisations.
- **All schools can join the partnership** regardless of current status (academy, local authority etc).
- The **management and facilitation** of the Culture Box Surrey requires resources and this is role currently provided by SCC/ Surrey Arts.
- **Culture Box Surrey should promote deep learning and authentic artistic experience**, and we believe we have the artists and arts organisations to deliver this. The community of cultural providers in Surrey are key partners and will be represented on the Steering Group of the partnership.
- **Culture Box Surrey should be a network that promotes collaboration, information sharing, pooling and signposting good practice and resources.** It will be a knowledge base and provide mapping of cultural provision (through, for example, the Connecting With culture database).
- **Culture Box Surrey is a strategic initiative that seeks to have long lasting impact.** To achieve this impact schools will need to embed cultural entitlement into whole school development. To support this process there is an expectation that all participating schools embark on a road towards Arts Mark accreditation.



MEMORANDUM OF UNDERSTANDING

- **A key purpose of Culture Box Surrey is to widen access to the arts for all children, young people and families.** On the surface Surrey appears to be an affluent county but there is clear evidence that there are pockets of high deprivation where children are growing up isolated and invisible to the wider Surrey community<sup>1</sup>. In addition there are many children and families suffering deprivation, who are further isolated through living in otherwise affluent areas. Targeted work and strategies will be needed to engage these groups.
- We take the view that the benefits of engaging in arts and cultural activity for young people are holistic. This means that though there will be both educational and personal benefits to participation, **artistic engagement is in itself an intrinsically enriching experience and should therefore be an entitlement.** The partnership will have an advocacy role in promoting the importance and benefits of cultural engagement for children and young people.
- **For those children and young people who wish to, there should be opportunities to pursue their artistic interests in greater depth.** Culture Box Surrey will have role in signposting progression routes, ultimately toward career paths in the creative and cultural industries. Here the partnership will have a role in promoting Arts Award and other suitable accreditation pathways.

3. Governance structure



4. Steering Group (SG)

4.1. Steering Group roles and responsibilities

The SG will meet regularly to:

- Share knowledge, evidence, information and collate intelligence
- Identify current gaps in provision and the needs of Surrey children and young people
- Advise on bespoke projects/programmes/initiatives to address identified needs and gaps in provision
- Advise and support on funding applications

<sup>1</sup> Bowcock, H, 2010, *Hidden Surrey*. Surrey Community Foundation



MEMORANDUM OF UNDERSTANDING

- Act as a 'critical friend' to all stakeholders developing cultural education programmes in Surrey
- Review Culture Box Surrey objectives/outcomes annually
- Review the membership of the SG, allowing those members who are not able to continue to commit the necessary time and energy to step down. There will be an annual open call for members to put themselves forward to join the SG, to ensure that the SG remains balanced and representative of the council, arts, heritage and education sectors

#### 4.2. Membership of Steering Group

It is important that all those on the SG:

- Are part of the SG in order to focus on the needs of children and young people
- Have the energy and time to commit to Culture Box Surrey and the SG. This includes attendance at meetings, and between meetings occasional appraisal of documents and participation in email conversations
- Have sufficient overview and experience to represent their sector
- Are working at a strategic level in their role
- Support the idea of aligning resources (staff time and financial)
- Are confident to contribute proactively
- Are willing to 'leave their organisation at the door'

#### 4.3. Stakeholder representation within the Steering Group

The Steering Group needs to be both small enough to make decisions and broad enough to represent relevant stakeholders.

Although not all stakeholder groups need to be represented in person, it is desirable that the SG will have a balance of cultural organisations, schools/education/community settings and other children and youth service provision.

Relevant stakeholders include

##### **Education Settings and Education Networks**

Schools: primary / secondary / P16 settings / EY settings / SEND or Special Schools /  
Alternative Education settings / HE settings  
Teaching schools (and TS Alliances)  
MATs

##### **Cultural Organisations (both arts & heritage)**

Surrey NPOs  
Other key local/regional arts organisations  
Venues  
Heritage and museums sector  
Active Surrey  
Smaller arts providers and individual freelancers  
Libraries



MEMORANDUM OF UNDERSTANDING

Surrey district and borough councils via APS (Arts Partnership Surrey)  
The Surrey Outdoor Learning service  
Surrey Hills Arts  
Surrey Music Hub

**Children and youth services**

SCC Children's Services  
Youth services providers  
LAC  
CAMHS  
Public Health

**4.4. Steering Group membership terms**

Membership of the SG has no time limit, though Culture Box Surrey Facilitator and SG will review the commitment of members on an annual basis each summer. This may lead to a mutual decision that a member no longer with the commitment and energy the role demands will step down, allowing others to join.

**4.5. Appointment of new Steering Group members**

There will be an annual open call from within Culture Box Surrey for members wishing to join the Steering Group. Whilst it is an open call the SG will be proactive about addressing gaps. The Facilitator will be responsible for discussing membership with prospective members and either accepting or declining membership in line with criteria outlined in

**4.6. Number and regularity of meetings**

The SG will meet once per school term unless the group agree additional meetings are required. The number and regularity of meetings will be trialled during 2019-20 reviewed in September each year.

**5. Facilitation and administration of Culture Box Surrey**

Culture Box Surrey will be facilitated by Surrey Arts. The facilitation of Culture Box Surrey will be reviewed on an annual basis by the SG (next review April 2020). Consideration may need to be given in future to Culture Box Surrey being facilitated independently of Surrey County Council.

**Facilitation includes:**

- Plan, convene and facilitate SG meetings, setting agendas and meeting dates and distributing notes/actions to the full membership
- Liaise with Artswork (ACE Bridge organisation) south east and other stakeholders as needed
- Lead on communication and advocacy for Culture Box Surrey, including promoting the activities and programme of Culture Box Surrey to wider stakeholders (Councillors, other



MEMORANDUM OF UNDERSTANDING

Council services, funders, schools etc - see wider stakeholder list), ensuring awareness and profile of Culture Box Surrey is wide-reaching

- Provide specialist programme support to schools and providers where needed (including project management)
- Manage and develop Culture Box Surrey website
- Produce printed materials
- Maintaining communications databases
- Support the drafting and submission of funding applications as required, and where needed act as lead partner and fund holder

Version May 2019

To be reviewed by March 2020