

## **Appendix 2 – Memo of in-principle invitees to Education Board funded events**

1. This memo provides Members of the Education Board with a list of the in-principle invitees to Education Board funded events. The proposed list is developed based on meeting budget and venue restrictions, whilst ensuring attendance from a balanced mix of:
  - Primary beneficiaries of the event.
  - Education Board Members.
  - Court of Common Council (non-Education Board) Members.
  - City Corporation officers.
  - School governors.
  - School leaders and teachers.
  - Industry partners and wider stakeholders.
2. Members are asked to consider the proposed in-principle invitees for each of the Education Board funded events in *Table 1* below and approve the application of the memo for events over the 2019/20 academic year.

*Table 1*

<b>Event type</b>	<b>Event (2019/20 date)</b>	<b>Format and capacity</b>	<b>In-principle invitees</b>
Interactive and workshop style events aimed at pupil enrichment.	Debating Competition (04/03/2020)	Tables are set up in the venues for workshops and interactive activity. There is no formal 'audience' however school teachers as well as officers and Members of the City Corporation are invited to drop-in and experience the event.	For these events, we will extend invitations to: <ul style="list-style-type: none"> <li>• Pupils in the Family of Schools and accompanying teachers</li> <li>• Court of Common Council</li> <li>• Education Board</li> <li>• Senior officers at the City Corporation</li> <li>• Chairs of Governors of the Family of Schools (to share with full governing bodies)</li> </ul>
	Chess Tournament (20/03/2020)		
	Careers Week		
Conferences and talks (non-pupil).	City Schools Conference (04/11/2019)	Tables are set up in conference style. There are a limited number of spaces available due to room capacity and catering costs.	For this event, we will extend invitations to: <ul style="list-style-type: none"> <li>• Headteachers in the Family of Schools</li> <li>• Senior leaders, teachers and staff from each of the Family of Schools</li> <li>• Chair and Deputy Chair of the Education Board</li> <li>• Key industry partners and keynote speakers</li> <li>• Chairs of Governors of the Family of Schools</li> <li>• Senior officers at the City Corporation</li> </ul>

	Fusion Cities meeting (12/06/2020)		<p>For this event, we will extend invitations to:</p> <ul style="list-style-type: none"> <li>• Representatives from cities (at their cost)</li> <li>• Key industry partners, NGO's and speakers</li> <li>• Chair and Deputy Chair of the Education Board</li> <li>• Representatives from schools (pupils and accompanying staff member)</li> <li>• Relevant senior officers at the City Corporation</li> </ul>
Formal dinners	Prefects' Dinner (02/12/2019)	These are sit-down dinners with a limited number of spaces based on room capacity and catering.	<p>For these dinners, we will extend invitations to:</p> <ul style="list-style-type: none"> <li>• Representatives from schools (pupils and accompanying staff member)</li> <li>• Education Board.</li> <li>• Key industry partners and speakers</li> <li>• Senior officers at the City Corporation</li> </ul>
	City Schools Subject Dinner: STEM Industries (25/06/2020)		
Performances and exhibitions.	City Schools' Concert (30/01/2020)	<p>Concert in a performance venue with a stage and audience.</p> <p>A limited number of tickets will be available. Schools will be allocated places for pupils and staff. The remaining places will be booked via Eventbrite and will be bookable on a first-come-first-served basis.</p>	<p>For this event, we will extend invitations to:</p> <ul style="list-style-type: none"> <li>• Schools will be allocated places for their staff and pupils to attend in the audience and the rest of the tickets will open for parents and carers of the performers to book via Eventbrite</li> <li>• Court of Common Council</li> <li>• Education Board</li> <li>• Senior officers at the City Corporation</li> <li>• Chairs of Governors of the Family of Schools (to share with full governing bodies)</li> </ul>