

## **Early Years Schools Forum Working Group Terms of Reference**

### **Name of Group**

Early Years Schools Forum Working Group

### **Functions of the Working Group**

1. To review funding allocations within the Early Years Block ensuring that funding enables statutory obligations and local policy and strategic objectives to be met.
2. To advise Schools Forum on issues relating to early years provision within Haringey.
3. To review the implications of statutory requirements and the policy decisions of central and local government and other government appointed agencies on Early Years Block Funding decisions.
4. To consult colleagues within the Early Years sector on issues relating to Early Years Block funding decisions; ensuring members undertake this between Working Group meetings and report back to the group on the views of other Early Year providers at the subsequent meetings.
5. To make recommendations to the Haringey Schools Forum
6. To liaise with other schools forum working groups as appropriate

### **Membership and Appointment**

The membership of the group shall include representatives from all types of institutions affected by Early Years Block funding decisions. It will normally be drawn from Schools Forum members; however it will be possible to co-opt up to 50% of the membership from outside of that group to ensure balanced representation, adequate attendance or access to specialist knowledge or expertise.

Key officers of Haringey Council will also be members. Other Haringey officers may be invited from time to time as required.

The membership of the group shall be reviewed and reconfirmed on an annual basis.

Core Members of the group will be appointed by the Haringey Schools Forum and shall comprise of;

<b>Core Members</b>			
<b>Body/sector</b>	<b>Number</b>	<b>Role</b>	<b>Nomination</b>
Private, Voluntary and Independent providers	1	Schools Forum - Non School Member (Early Years Providers Rep)	Susan Tudor-Hart
Nursery Schools	2	Schools Forum - Governor Member (Nursery School & Children's Centre)	Melian Mansfield
Nursery Schools		Schools Forum - Head Teacher Member (Nursery School & Children's Centre)	Julie Vaggers
Primary Schools	3	Schools Forum - Head Teacher Member (Primary School & Children's Centre)	Will Wawn
Primary Schools		Schools Forum - Head Teacher Member (Primary School)	Fran Hargrove
Primary Schools		Schools Forum - Member (Primary School)	Vacant
<b>Total Core Members</b>	<b>6</b>		
<b>Co-opted Members</b>			
<b>Body/sector</b>	<b>Number</b>	<b>Role</b>	<b>Nomination</b>
Private, Voluntary and Independent providers	1	Playgroup or Preschool Representative	Vacant
Primary Schools	1	School Business Manager	Duwan Farquharson
Nursery School	1	School Business Manager	Diane Richardson
<b>Total Co-opted Members</b>	<b>3</b>		

If unable to attend meetings, core members must ensure a substitute attends the meeting in their place. The meeting organiser or Chair should be advised of the name of substitute in advance of the any meeting.

The following Haringey Council officers have the right to attend Early Years Working Group meetings:

1. The Director of Children’s Services (DCS) or designated representative
2. The Chief Financial Officer or designated representative
3. The Assistant Director for Schools and Learning (as a designated representative of the DCS)

The Haringey officers listed below are deemed regular attendees at Early Years Working Group meetings.

<b>Regular attendees</b>			
Local Authority	3	Early Years Commissioning Manager	Ngozi Anuforo
Local Authority		Schools Finance Manager	Steve Worth
Local Authority		Interim Principal Advisor for Early Years Quality	Nick Hewlett

### **Chair of the Working Group**

The Working Group will elect a chair, on an annual basis, who will normally be a School or Early Years Provider member.

### **Overall Objectives of the Early Years Schools Forum Working Group**

1. To act as representatives of all early years providers affected by Early Years Block funding decisions, considering proposals objectively and impartially and making recommendations based on evidence and in the overall best interests of all Haringey children.
2. To work together as a group, with Council officers, to devise fair and transparent proposals for the allocation of early years block funding that ensure best fit with the needs of children and their parents. The group will take into account the requirements of central and local government policy and statutory guidance; including any corporate plans of the council affecting early years provision.
3. To ensure a fair, equitable and transparent methodology for the allocation of funding among all Early Years providers within the borough.
4. To act as a consultation group; considering new central and local government policies and strategies as they relate to early years block funding and early years service provision.

5. To undertake any pieces of work assigned it by the Haringey Schools Forum.
6. To advise the Schools Forum and make recommendations on any early years related issues.

### **Frequency of Meetings**

The Working group will meet at least once in each academic half-term. The frequency may be increased for an agreed period of time based on the demands of the groups work plan for a particular academic year or a particular period within an academic year.

The regularity of the meetings will ensure effective deliberations and timely recommendations to the Haringey Schools Forum.

Meetings will be formally clerked through arrangements with Haringey's Governors Services.

### **Governance**

The Early Years Working Group will be accountable to the Haringey Schools Forum.