

Early Years Development Group – Draft Terms of Reference

The Early Years Development Group considers all aspects related to high quality early years provision. It reports directly to the Schools Forum in respect of financial resources and to the Early Help Partnership Group regarding wider Early Years Development Issues. The aim being to secure the best possible outcomes for children by delivering an education which is high quality, flexible and accessible and gives parents choice about what is best for their children. Success will be measured quantitatively through; OFSTED Inspection Outcomes, EYFSP, reduction in entry to the health and social care system and qualitatively through feedback and consultation with stakeholders.

1. Key Purpose

- a. To develop an annual Early Years Plan addressing emerging priorities regarding quality and development.
- b. To debate, discuss and agree a resolution to Early Years priorities ensuring a clear vision for development across the partnership.
- c. To provide effective oversight and challenge to issues affecting Early Years both at a National and Local level, including but not exclusive of: Initial Training, Continuing Professional Development, funding, sufficiency, quality, early intervention and prevention
- d. To facilitate a collaborative and cohesive Early Years system focused on securing the best outcomes for children and families.
- e. To co-ordinate the provision of constructive challenge across the system around performance and impact and work to the best possible outcomes for young children within available resources.
- f. In order to achieve the Key Purposes detailed above the following themes may feature on the Strategic Plan and subsequent agendas:

Theme	Success Measure
Impact of 30 hours on 2-year-old offer and ensuring both offers continue to succeed	Take up
Refresh the approach to two-year-old offer	New 2YO Strategy in place complete with partnership involvement
Ensuring the funded childcare offer in Sefton continues to serve the authority, families and children well (not sure this target – is measurable)	Take up / Sufficiency / OFSTED Outcomes / EYFSP Outcomes / Reduction in entry to health / social care services
Quality of provision and readiness of providers to comply with the revised OFSTED Inspection Framework	OFSTED Outcomes

Transition from Nursery to Statutory Schooling	EYFSP Outcomes – feedback from schools
Planning CPD for all EY sector	CPD Delivered in response to identified priorities
Early years funding	Allocation of funding across providers and in response to identified Early Years Need
National and regional developments and updates	
Early identification and special educational needs	Increased confidence in providers meeting children’s SEND (measured through EYFSP outcomes and reduction in referrals)
Data overview and planning responses	Strategic Plan developed in response to emerging priorities
Ensure Social Mobility Action Planning is implicit in all themes	Strategic plan

2. Responsibilities

The group will develop and enact processes and procedures that will ensure the key purpose above is delivered.

The groups key responsibilities will be to:

- a. Facilitate an upward trajectory in the proportion of children who are Ready for School, as measured by the EYFSP at the end of the Foundation Stage.
- b. Provide good quality information, advice and guidance that meets the needs of parents and prospective parents
- c. Secure sufficient, good quality early education and childcare places to meet families' needs.
- d. Improve parental confidence in identifying and meeting the needs of their children
- e. Encourage all parents and carers to optimise their own mental wellbeing and to develop positive relationships with their child.
- f. Ensure a skilled and effective workforce
- g. Enable a culture of continuous quality improvement which is embedded across all organisations and ensure there is an understanding and sharing of good practice.

3. Proposed Membership

Early Help Service Lead
Team Manager for Localities with an Early Years specialism
Early Years SEND representative
Representation from Maintained Nursery Schools

Representation from the Private, voluntary and independent sector
Representation from Childminders
Representation from Play Groups
Representation from out of school providers
Representative from LA Finance Team
Representative from primary education
Representation from Business Intelligence and/or sufficiency
Representative from North West Boroughs and other health provider – including Health Visitors and Speech and Language Therapy
Representative from Social Care
Early Years Representative from Schools Forum if not included above

Where appropriate mechanisms will also be put in place to engage with children, young people, families and frontline staff

4. Frequency of meetings

The Development Group will act as a channel by which those involved in ownership and management of early years settings may convey their views. It would be expected that the Development Group would meet termly prior to Schools Forum to ensure smooth reporting mechanisms

Group members should:

- Have the ability, capacity and commitment to communicate within their sector.
- Ensure that the needs and views of their sector are represented impartially.
- Have the ability to take a strategic view across their sector.
- Be pro-active in raising the profile of Development Group matters as appropriate.
- Be able to commit to attending all Working Group meetings - a minimum of three meetings per year, and ensure a suitable deputy will attend in their absence
- To be open to and have a professional understanding to other viewpoints and needs

5. Governance

The Strategic Group will be chaired independently and will communicate;

- I. through reports and minutes to the Schools Forum via the Schools Forum Early Years elected representative or any other elected Forum member present, in respect of financial resources
- II. through the Early Help Partnership Group in respect of wider Early Years Developments

Any requests to use financial resources would be brought within the decision-making responsibilities of the Schools Forum to ensure transparency. The representative from the LA Finance Team would be able to advise the group regarding available financial resources.