

## Slough Children's Centres' Advisory Board

### Terms of Reference

#### 1. Aim

- 1.1 To ensure that Slough Borough Council and its partners meet their statutory duties for the provision of Children's Centre services, in accordance with the Sure Start children's centres statutory guidance, April 2013 and any subsequent amendments to it.

#### 2. Membership

Service / Organisation	Name	Organisation
<b>Slough Borough Council</b>	Michael Jarrett	Service Lead Early Years and Development
	Donna Briggs	Senior Co-ordinator Family Learning
	Marie-Claire Avis	Senior Co-ordinator Operations
	Sharon Lindsay	Acting Manager QCL Team
	Fatima Ndanusa	Public Health
	Baljit Mann	Community Learning and Skills Service
	Liz McMillan	Slough Libraries
<b>Slough Children's Services Trust</b>	Fanny Jacob	Head of Service – First Contact, MASH and Early Intervention
<b>Early Years representatives</b>	Diane Lister	Maintained Nursery School
	Charmaine Wattley	Arc Pre-School
	TBC	Childminder
<b>Further / Higher Education</b>	Donna Pinches	East Berkshire College
<b>Health Services</b>	TBC	Midwifery Service
	Debbie Rowe	Solutions 4 Health
	Jenny Lark	Children & Young People Integrated Therapies
<b>Domestic Abuse Services</b>	Judith Banjoko	Hestia
<b>Jobcentre Plus</b>	Lucy Bowman	DWP District Office Area
<b>Parent representatives (1 per network)</b>	TBC	Monksfield Way Network
	Runi Ahmed	Chalvey Grove Network
	Lindsey Seller	Penn Road Network
	Shugofa Safi	Romsey Close Network
<b>School representative</b>	Jacqueline Laver	Claycots School
<b>Voluntary Sector (1 per network)</b>	Michelle Harwood	Home-Start
	Sue Njuguna	Destiny Support
	Sabina Trowbridge	WEA
	Jesal Dhokia	SCVS

### **3. Role and Purpose**

- 3.1 It is the role of the Advisory Board to satisfy itself that the Core Purpose of Children's Centres is being met on all sites and that progress is being made across all Slough Children's Centres in accordance with:
  - OFSTED Action Plans,
  - Agreed performance indicators, and
  - Any other agreed plans.
- 3.2 The Advisory Board will respond as it deems necessary to any problems and challenges that are reported and will agree how good practice should be adopted across the group.
- 3.3 Parents, partners and other users may use the Advisory Board to highlight any concerns they may have with operational matters and dependencies, which affect the delivery of services and progress of individual Centres and which cannot be addressed adequately at a local level.

### **4. Specific Role and Responsibilities**

- 4.1 To ensure the safety and wellbeing of children and improve outcomes for them.
- 4.2 To provide advice and guidance to the Provider and partners on the vision and priorities for Early Years and Children's Centres in Slough and to ensure the range of services and programmes delivered through the Centres is compatible with that vision.
- 4.3 To review the Provider's performance and the effectiveness of multi agency partnerships in the provision of the services and to make recommendations accordingly.
- 4.4 To review the services provided in each Centre in line with emerging evidence of need or impact and consider how partners may work together effectively to address changing circumstances.
- 4.5 To monitor the performance of Children's Centres against agreed targets and performance indicators, relating both to the core purpose of Children's Centres and specific targets set by Slough Borough Council.
- 4.6 To aggregate performance data for each Centre in order to track progress across the group development and improvement plans, to hold partners and staff to account for their performance and to plan and develop service provision across the group.
- 4.7 To address and resolve partnership issues and to facilitate data sharing, service development and targeting across the group.
- 4.8 To bring together examples of good practice across the group and wider partnerships and to facilitate the effective incorporation of that good practice across all Centres.
- 4.9 To monitor the use of evidence-based practice by Children's Centres and partner agencies and promote its adoption by all partner agencies.
- 4.10 To ensure that the Centres are clear on parents' views and to provide appropriate support and training to help parents or community members carry out their role effectively.
- 4.11 To provide the Improvement Board with quarterly reports confirming the Advisory Board's progress in carrying out its functions.

4.12 To ensure the Advisory Board is involved in any OFSTED inspection of the Children's Centre group.

## **5. Accountability**

- 5.1 The Advisory Board is accountable to the Children's Centre Improvement Board.
- 5.2 Any recommendations made by the Advisory Board that fall outside these terms of reference will be submitted to the Children's Centre Improvement Board for consideration and approval, as appropriate.

## **6. Frequency of Meetings**

- 6.1 The Advisory Board shall meet quarterly.

## **7. Administration**

- 7.1 The Council will circulate the agenda for the Advisory Board, and any associated documents, 5 working days in advance of the meetings.
- 7.2 The Provider shall prepare a note of, or action sheet for, all meetings of the Advisory Board. Action notes will be circulated within 5 working days following the meetings.
- 7.3 Action notes will show the action required of each member and the agreed completion date for that action.
- 7.4 The actions shall form the basis of the agenda of the next Advisory Board meeting.

## **8. Changes to the Terms of Reference**

- 8.1 The Terms of Reference and any changes to them require the approval of the Children's Centre Improvement Board.
- 8.2 The Terms of Reference will be reviewed annually or more frequently, where appropriate.