

SEBRIGHT Children's Centre Committee

Terms of Reference

Aims and role

The role of the Sebright Children's Centre Committee is to oversee, advise and make recommendations about the development and the running of the Children's Centre. The overall aim is to ensure that the Centre will develop a plan to provide a wide range of services, which meet Children's Centre objectives for children aged between 0-5 and their families.

The Committee will consist of a maximum of 16 people who are stakeholders in the development of the Children's Centre. This will include Sebright School governors, Children's centre staff and parents/carers from the local community, as well as representatives from statutory and voluntary sector organisations working with families with young children in the local area.

The Committee will work within the following frameworks

- Local and national Children's Centres principles and guidance including Hackney's Framework for Integrated Delivery
- The School's Governance guidance and regulations
- The financial regulations of the School and the Learning Trust

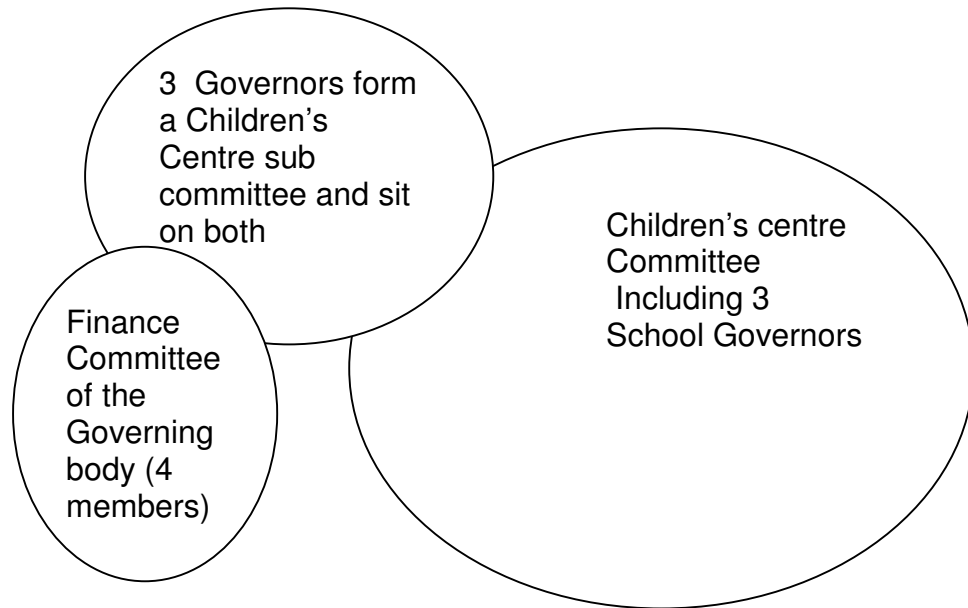
Committee objectives

- To implement an agreed model of governance for the Children's Centre with reference to Hackney's Governance Guidance.
- To provide a strategic direction for the development of the Sebright Children's Centre in consultation with the Governing Body and the Learning Trust.
- To ensure compliance with the principles and requirements of the Learning Trust
- To ensure that consultation with parents, carers and local families underpins all development.
- To ensure effective communication channels with partner organisations and the wider network of relevant agencies are developed and maintained.
- To assist in the development of other Children's Centres in Area E.
- To regularly review the Terms of Reference and membership of the committee

Reporting structures

The head of Children's Centre with the Children's centre manager will report to the Head teacher, the Governing Body and the Learning Trust. Both will also report to the Children's centre committee of which they are both members.

The Governing Body members of the Children's Centre committee will meet together with the Governing body finance committee to agree to or ratify any recommendation made by the Children's centre committee.



Membership

Membership will consist of the main stakeholders of the Centre. This includes governors, teaching staff, and staff, parents/carers as well as the City and Hackney NHS Primary Care Trust and other statutory services, social services, housing associations and voluntary sector organisations.

Declaration of interest

It is recognised that members of the Children's centre committee may have a vested interest in the development of the Centre and support particular organisations they are working for or are involved with. Members are required to declare this interest when there are discussions about the provision of services linked to these organisations. In these circumstances they may be required to leave the meeting whilst the discussion is underway.

Mechanisms

- The Children's centre committee will meet at least half termly or more frequently if required.
- Minutes will be taken for each meeting and circulated to all stakeholders.
- Meetings will be held at the School/Centre unless agreed earlier. Date of next meeting will be agreed at the end of each meeting.
- The Head of Centre may need to take action on urgent matters. Decisions will be reported at the next meeting.
- Members are encouraged to attend as frequently as possible.
- Any recommendations made by the Children's centre committee will need to be agreed by the Governing Body Children's centre sub committee alongside the finance committee.

