

Pebbles Children's Centre

Rules for Management Group Meetings

It is important that all group members are aware of the rules

Confidentiality is of the utmost importance

We will have a rolling chair, to be decided on at each meeting, and individuals will be able to opt out

JF will be the permanent clerk

Minutes for the previous meeting will be circulated asap after each meeting to allow for actions to be carried out and preparation for the next meeting

All will have equal status and equal say

The composition of the group will be as follows;

Headteacher, Chair of The Willows Governing Body, Teacher-Governor, Proprietor of The Little Meadows, CC co-ordinator, MKC Representative, Clerk, a Representative of Interested Parties e.g. users of the CC (which may change from time to time), a parent from each school served (or up to 4 parents).

Extract from the first minutes:

We then explained what we as individual members wished to bring to the group;

Eli CC Coordinator	day to day running of the CC, identifying long-term goals, and gaps in services
Tabinda Community Mobiliser	update of events on Fishermead, to take part in events, support events and CC
Karen Health Visitor	health - need of the community, running sessions
Belinda Little Meadows	bring parents to activities, professional advice and support, running crèches
Jacky Clerk	support, advice, admin, finance, clerk, communication
Pauline Head Teacher	overall responsibility
Amanda Teacher/Governor	Governor/staff communication, use of school facilities
Jill MKC representative	Council perspective, advisory capacity, explanations of SURE START and ensure maintenance of the core offer, financial accountability
Lisa & Jenny Parents	help, gather ideas for what parents want, telling parents what is happening