

A G E N D A

Early Years Development and Childcare Partnership

Date: **Thursday 11th May 2006**

Time: **7.00 p.m.**

Place: **Coningsby Children's Centre,
Coningsby Street, Leominster (This
agenda contains maps at the front
to help you find the venue)**

Notes: Please note the **time, date** and **venue**
of the meeting.

*For any further information please
contact:*

*Heather Donaldson, Members' Services
Tel: 01432 261829 Fax: 01432 260286*

e-mail:
hdonaldson@herefordshire.gov.uk

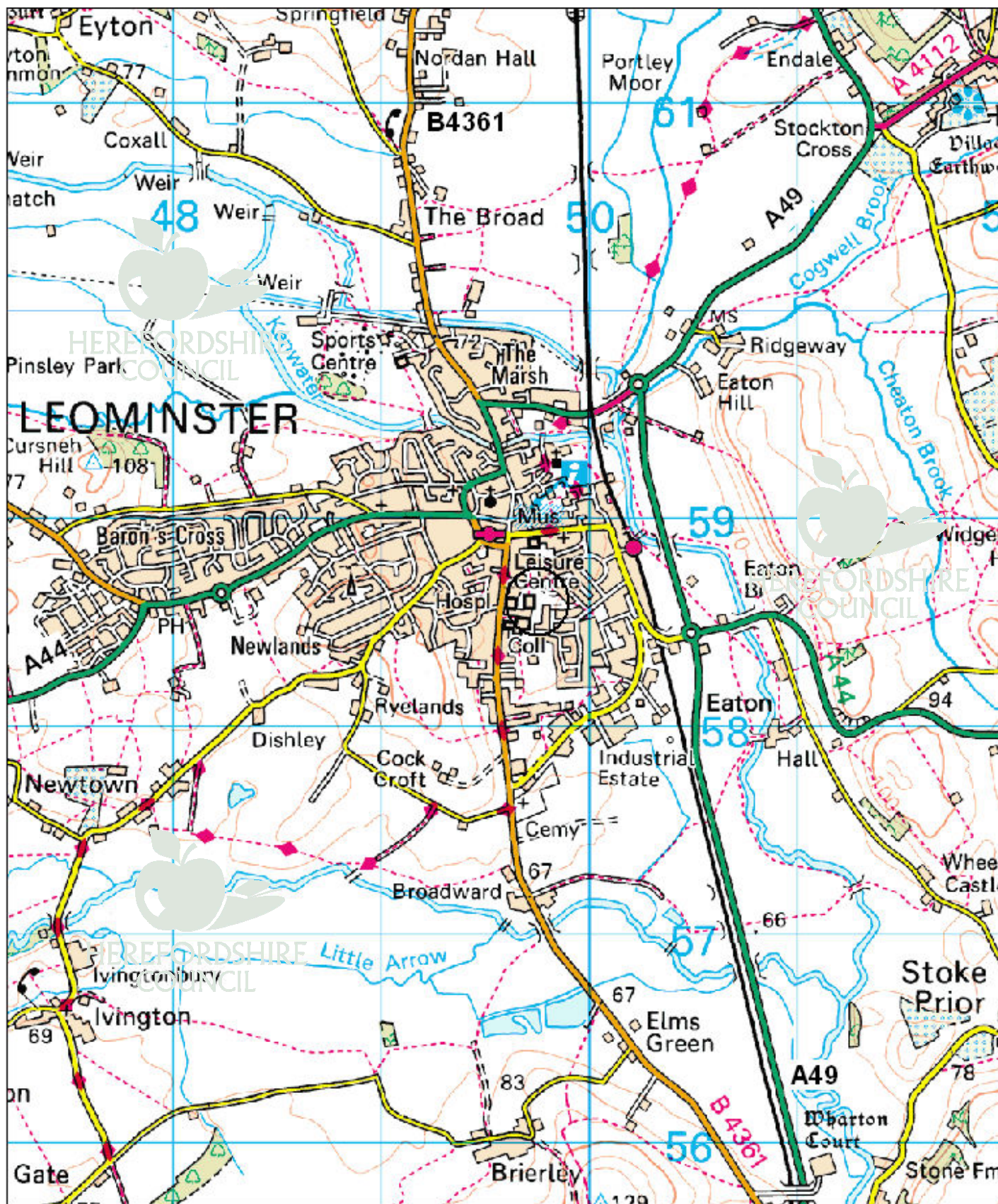
AGENDA

for the Meeting of the Early Years Development and Childcare Partnership

To: Representatives of the Early Years Development and Childcare Partnership.

	Pages
Location Maps - Coningsby Childrens Centre, Leominster	1 - 4
1. ELECTION OF CHAIR To elect a Chair for the ensuing year.	
2. APPOINTMENT OF VICE-CHAIR To appoint a Vice-Chair for the ensuing year.	
3. APOLOGIES FOR ABSENCE To receive apologies for absence.	
4. NAMED SUBSTITUTES (IF ANY) To receive details of any Members nominated to attend the meeting in place of a Member of the Partnership.	
5. LATE ITEMS / ANY OTHER BUSINESS To receive notice of any item it is proposed to raise under any other business and consider whether any item do identified may be so raised or should be deferred.	
6. QUESTIONS FROM MEMBERS OF THE PUBLIC To answer any written questions received from members of the public.	
7. MINUTES To approve and sign the Minutes of the meeting held on 09 March 2006.	7 - 14
8. CHILDREN AND YOUNG PEOPLE'S PLAN To receive an update on progress made with the Children and Young People's Plan.	
9. NURSERY EDUCATION FUNDING: EXTENSION TO 38 WEEKS To consider an updated report from Karen Beadman, Asset Management Plan Officer, about funding arrangements for childcare providers in the light of a move from Central Government to increase the provision of Nursery Education Fund to 38 weeks.	

10. FINANCIAL REPORT 2005/06 AND 2006/07	To consider a report from Ros Hatherill, Lead Officer, Early Years and Childcare Manager, in respect of the EYDCP budget positions from the previous and current financial years.	15 - 16
11. THE ROLE AND FUNCTION OF THE EYDCP	To consider the attached discussion paper and constitution.	17 - 22
12. CHILDMINDING SUB-GROUP	To consider a proposal to form an additional Sub-Group which will focus on Childminding issues.	23 - 24
13. REQUEST FOR RECEIPT OF NURSERY EDUCATION FUND	To consider a report from Sue Peasgood, Early Years Inspector.	25 - 26
14. TRANSFORMATION FUND	To receive a report from Alison Murphy, Early Years Education Childcare & Playwork Training Development Officer.	27 - 34
15. EARLY YEARS FOUNDATION STAGE	To note the public consultation during Summer 2006 on the proposed Early Years Foundation Stage (EYFS) which will become statutory in September 2008.	35 - 36
16. QUARTERLY CHILDCARE REPORT	To receive an information report from Bryan Twitty, CIS Manager, about progress made against the targets in the Two Year Plan.	37 - 38
17. ANY OTHER BUSINESS		
18. DATE OF NEXT MEETING	To note that the next meeting of the EYDCP will be held on Thursday 12 October 2006 at 7.00 p.m. Future meeting dates are listed below (venue to be confirmed):	
	<ul style="list-style-type: none"> • 07 December 2006 	



LOCATION PLAN -



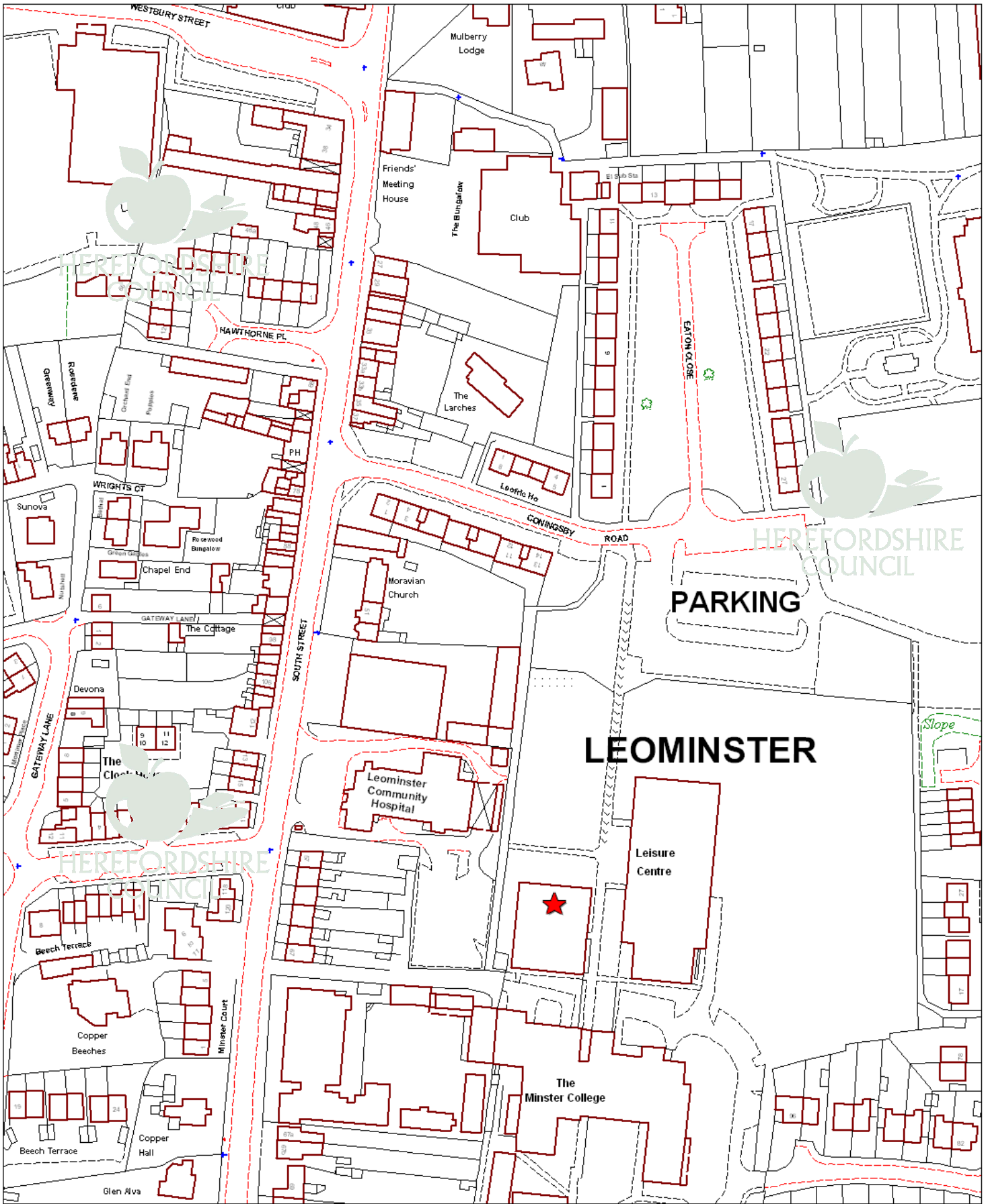
CONINGSBY CHILDREN'S CENTRE,
CONINGSBY ROAD, LEOMINSTER



SCALE 1:25000

Herefordshire Council
Brockington
35 Hafod Road
Hereford
HR1 1ZY

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LOCATION PLAN -

CONINGSBY CHILDRENS CENTRE,
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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

**MINUTES of the meeting of Early Years Development and
Childcare Partnership held at Gateway Nursery,
Longworth Lane, Bartestree, Hereford on Thursday, 09
March, 2006 at 7.00 p.m.**

Present:

Gill Bilbrough	SEN Groups
Norris Boyland	Diocesan Authorities (C of E)
Jon Dudley	Social Care (Children)
Sheila Dunsford	OFSTED
Joyce Elliott	Private Sector Providers (0-4 year olds)
Di Gibson	Home Start
Janice Greenow	FE Colleges
Carol Jenkins	Sure Start
Sarah Kelly	University of Worcester
Liz Lord	Independent Schools
Jan McColl	Hereford and Worcester Education Co-ordinating Group
Liv Moss	Voluntary Sector Providers (0-4 year olds)
Councillor Sally Robertson	Elected Member of Herefordshire Council
George Salmon	Children's Services
Julia Stevens	Priv/Vol Providers (Out-of-School Childcare 4-14 years)
Klaus Wedell	Chairman

In attendance:

Karen Beadman	Speaker
Rebecca Coultas	Extended Schools
Heather Donaldson	Democratic Services
Sue Fiennes	Children's Services
Ros Hatherill	Children's Services
Councillor Jenny Hyde	Herefordshire Council
Alison Murphy	Children's Services
Nicki Ovel	Speaker
Sue Peasgood	Children's Services
Lorna Selfe	Children's Services
Bryan Twitty	Children's Services

564. APOLOGIES FOR ABSENCE

Lea Abbotts, Andy Gosling, Paul Haley, Tony Kew, Lyn Marsden, Councillor Don Rule MBE, Ruth Stallard, Richard Watson.

565. NAMED SUBSTITUTES (IF ANY)

None.

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

566. LATE ITEMS / ANY OTHER BUSINESS

None.

567. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

568. MINUTES

AGREED:

That the minutes of the meeting held on 09 March 2006 be approved as a correct record and signed by the chairman.

569. GOOD NEWS EXCHANGE

The following is a synopsis of good news exchanged by members:

- The Leominster Children's Centre was now open (although it had not yet had its official opening), and so far the public had supported its events very well;
- Herefordshire Council's Healthy Eating Programme was developing well, with lots of workshops taking place. It had also received excellent coverage in the Hereford Journal;
- Herefordshire had received a grant of £300,000 from the Big Lottery Fund for play development;
- Herefordshire Council was on target for delivering the Children and Young People's Plan;
- The Council had received one-and-a-half days' consultancy to help develop the Childcare and Workforce Strategy;
- A fourth "Reggio Emilia" focus group had been formed at Blackmarston School, and the children there, some with profound learning difficulties, had responded very positively;
- A video on the Schools' Travel Plan was being circulated to all schools, and would be key in developing a countywide approach.

570. MERRY-GO-ROUND NURSERY

Nicki Ovel, Manager of Merry-Go-Round Nursery in Hunderton, shared her experiences in relation to a recent serious fire on the Nursery premises. She reported that the fire had been an arson attack, and because of the extensive damage, she had to make some rapid decisions about how to handle the situation. She developed the following strategy:

- The morning after the fire, she had called all staff and they had met and devised a plan;
- The priority had been to secure temporary accommodation so that the nursery could continue to provide its service. All of the Nursery equipment had also been destroyed. Nicki had contacted local radio stations, and Central News had also reported the incident. This helped raise public awareness, and donations of toys and equipment had started to arrive very quickly;

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

- Hinton Youth Centre had offered temporary accommodation, and Merry-Go-Round would continue use this until its new accommodation was ready;
- It was important to contact OFSTED as quickly as possible, and Nicki had found that OFSTED was very supportive and in turn had acted very promptly to help the Nursery. This had been an important factor in providing continuity of service and in aiding the Nursery's recovery;
- All records had also been destroyed, along with some important coursework belonging to a member of staff. Nicki said it was important to think about what sort of information was being kept on the premises, and to consider providing a back-up system. As it was, the nursery had no back-up system for its paperwork and data, and this had been one of the most difficult things to re-establish. Members suggested that the EYDCP or an external company could be asked to hold a back-up system for each setting;
- Nicki advised that it was important to examine insurance policies carefully. She had found that insurance would not necessarily cover the clearance of the site, and she had had to oversee this herself;
- Undoubtedly, there were valuable lessons to be learned from the experience, and Nicki said that the Nursery owed a lot to parents, the local community, to OFSTED and to Hinton Youth Centre. She said that everyone had pulled together in a remarkable way, and some exciting developments had come out of the experience;
- The Partnership thanked Nicki Ovel for her presentation, and asked her to provide a written briefing note for the EYDCP explaining her strategy, so that others could learn from her experience.

571. CHILDREN AND YOUNG PEOPLE'S PLAN

Sue Fiennes reported on progress made with the Herefordshire Children and Young People's Plan (C&YPP), and introduced Lorna Selfe, Change Manager, who had taken on the co-ordinating role between the various agencies involved in the Plan (Children's Services, Police, Probation Service, Youth Offending Service, Primary Care Trust, Connexions, the Learning and Skills Council, the Alliance of Voluntary Agencies, and the Strategic Health Authority). The Consultation on the Plan had generated a high volume of comments, which was a positive indication that people were keen to engage in the process. The Plan would continue to change and grow as input continued, and ultimately it was likely that the progress on the C&YPP would be updated when the Council had its Annual Performance Assessment.

Lorna Selfe reported that the next stage in developing the Plan would be to hold a series of workshops aimed at developing an action plan and sorting out priorities.

*Note: At this point, the Partnership agreed to take Agenda Item 15 (**CHILDREN'S CENTRES**) due to its close links to this item.*

Ros Hatherill gave a progress report on Children's Centres in Herefordshire (which linked in with Page 30 of the C&YPP). The C&YPP had identified the development of Children's Centres as one of the Council's priorities.

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

Round One of the funding programme had established 3 Children's Centres (Green Croft, Leominster Coningsby Centre and Hollybush/Hunderton Springfield Centre), and Round Two provided funding for 6 further Children's Centres in each of the market towns and in the Golden Valley. She emphasised that the funding was limited, and that a great deal of strategic planning would be required to achieve the Round Two objectives (refurbishing existing premises rather than constructing a new buildings was one possibility to keep costs down). Consultation on Round Two was under way, and had revealed that the public had not grasped an understanding of the role of Children's Centres, and this needed to be addressed.

She outlined the structural changes that had taken place within the EYDCP and Sure Start to enable Children's Centre development, and she provided information on some of the proposals, such as developing a corporate brand for Children's Centres, and devising a communication strategy. She also provided information on the individual proposals for Bromyard, Ledbury, Ross-on-Wye, Golden Valley, North Hereford and Kington/Weobley.

Klaus Wedell commented that the children's Centre issues reflected the complete issue of how Herefordshire was going to move towards a system of integrated services, and produce a needs-led Plan. The Partnership then divided into groups and considered the following three issues:

1. Service Delivery (and the distinction between services for all, and specialise services to cover individual needs);
2. How do you manage the various structures (e.g. centres in each area, specialist services)? How does management stay in touch with the community? How is accountability going to be decided?
3. Where should services be located? Should we have mobile services in remoter areas? Will we make use of Info shops too? How is an effective ICT system going to be set up?

The Groups made the following key points:

Group 1:

- Informing the public is the most important aspect of the C&YPP;
- We have to be clear about what services are available, and make sure everyone else is too;
- Parents must have the opportunity to steer, and flag up the issues that are important to them;
- We must actively search for and brief the relevant people to help deliver the Plan;
- Members of the Partnership must ensure that they understand the Plan and know what impact it is going to have on them as individuals/organisations.
- How will the Plan tackle situations when people refuse help?

Group 2:

- The Extended Schools model – as well as addressing how it fits into the wider Plan - needs to address falling rolls and school closures in rural communities, and be able to help support and sustain affected communities;

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

- Need to establish what role the EYDCP Team will have;
- Need to win hearts and minds of the public and move away from traditional education.

Group 3:

- The Plan must find a way to include people in rural locations;
- The Plan must reflect the different aspirations and needs of the 5 market towns, and not assume that they are all the same;
- How are we promoting this? What will we do to raise public awareness?
- How will we achieve our goals? – Need to set this out clearly;

Group 4:

- Rural issue (and limitations) important. Can't expect people to push prams over long distances to access services;
- What does the EYDCP understand about the document? The emphasis is on Children's Centres, and the role of the EYDCP has not been highlighted in the document. Where does it fit in?
- We must ensure we have sufficient quality staff who can move around the disciplines;

Group 5:

- We must not overlook the fact that the Central Government agenda is to get parents into work;
- Concern was expressed at the levels of funding on offer;
- The Extended Schools model had a low take-up, and the funding for it might be better channelled into the C&YPP;
- Have to address the needs of different communities;
- Transportation costs were of particular concern in Herefordshire;
- How was the Plan to going to be co-ordinated?
- Some children may "fall between stools", and we need to ensure cohesive agency working.

Group 6:

- Balance of needs with service delivery. People want to choose;
- The Council's responsibility lies within the management structures;
- Professional accountability needs to be established and understood early on;
- Local co-operation is essential and we need to find ways to gain this. It is important the community knows who the key people are;
- It is important to retain perspective and keep "thinking outside the box".

Sue Fiennes thanked the Partnership for its important contribution to aspects of how to deliver the C&YPP. She said that she would maintain a dialogue with the EYDCP about how the Plan was developing, and added that one of the forthcoming workshops would examine the role of the EYDCP and where it fitted into the Plan.

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

572. FINANCIAL REPORT 2005/06 AND 2006/07

Due to time constraints, the Partnership agreed to defer this item until the next meeting.

AGREED:

That this item be deferred until the next EYDCP meeting, to be held on 11 May 2006.

573. NURSERY EDUCATION FUNDING: EXTENSION TO 38 WEEKS

Karen Beadman introduced her report on funding arrangements for childcare providers, in the light of the forthcoming increase in Nursery Education Funding from 33 weeks to 38 weeks per year. The funding amounted to an extra £310,000 from Central Government, for Herefordshire, and it was available to all Private, Voluntary and Independent Early Years Providers. Karen reported that there were two different payment profile options to be considered, based on either a fixed or a variable number of weeks per term. She had set out the advantages and disadvantages of both options in her report.

In response to a question, George Salmon reported that, for those settings that did not provide 38 weeks, the funding would be distributed proportionately. He added that families would be entitled to 38 weeks even if their chosen setting did not provide them, and there were possible implications if they chose to make up the 38 weeks at another setting.

The Chairman suggested that representatives of settings met with their constituents/parents, and possibly with each other, to discuss the alternatives. He asked them to give their feedback to Karen. George Salmon reported that the funding would start from 01 April 2006, and the preferred option would be brought in the Autumn Term. The option would be reviewed after 12 months.

AGREED:

That Private, Voluntary and Independent Early Years Providers discuss the report with all relevant parties, forward their feedback to Karen Beadman.

574. REQUESTS FOR RECEIPT OF NURSERY EDUCATION FUNDING

George Salmon reported on two requests for receipt of Nursery Education Funding, from Much Marcle Nursery School, Kingsland Nursery Group. Both settings had been registered by OFSTED, were fully operational and had agreed to the terms and conditions required for the funding. Members noted that it was acceptable to backdate the NEF for Much Marcle. Kingsland, however, had not been operational on "headcount" day, and would receive NEF from May onwards.

AGREED:

That Much Marcle Nursery School and Kingsland Nursery Group be included in the Herefordshire Directory of Providers in order to receive Nursery Education Funding from 20 February 2006 and 25 May 2006 respectively.

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

575. 2003 CHILDCARE AUDIT CONCLUSIONS

Bryan Twitty provided information on the early findings of the 2005/06 Childcare Audit. The aim of the audit was to plot the changes and scope of childcare provision within Herefordshire. The findings had been categorised into three groups, namely Schools, Childminders, and the Private and Voluntary Sector.

In particular, members noted that:

- there were still barriers to accessing appropriate training for some settings, and this would be investigated;
- costs had increased on average by approximately 8%, although full day-care costs had remained static;
- the place occupancy rate in the Private and Voluntary Sector was running at 70%, and most settings did not have waiting lists. This indicated that there was no lack of childcare provision in Herefordshire (although some of it was not necessarily in the place where parents wanted it to be);

It had also emerged that the community's perception of Children's Centres was unclear; a fact which had been highlighted in discussions elsewhere on the agenda.

AGREED:

That the report be noted.

576. QUARTERLY CHILDCARE REPORT - QUARTER 3 - 2005/06

The Partnership noted progress made against Childcare targets in the Two-Year Plan for disadvantaged and non-disadvantaged wards. The targets covered a total number of places created within pre-school, Out of School and Childminding during 2004 – 2006.

In particular, it was noted that the targets originally set at the commencement of the period, would be met.

AGREED:

That the report be noted.

577. PROPOSAL TO REVIEW THE PROVISION OF SCHOOL PLACES

George Salmon presented information on a proposed review of primary and high school places throughout Herefordshire. The issue had arisen because of falling rolls, which were significant and would be present over the next ten years. He illustrated the extent of the fall in numbers by comparing the current figures for 14 year olds in Herefordshire (2,200) with the current number of 0-1 year olds (1,700).

A series of reviews would be conducted, and would explore various possibilities, including combining schools in some areas, and increasing the

EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

community role of schools (particularly in relation to family support). The review would be subject to the agreement of Cabinet.

AGREED:

That the proposals for the review of school places be endorsed.

578. CHILDREN'S CENTRES

The Partnership agreed that this Item be taken at the same time as Agenda Item 8 (**CHILDREN AND YOUNG PEOPLE'S PLAN**) (Minute 571 above refers), due to the strong links between the two.

AGREED:

That this item be taken together with Agenda Item 8 (CHILDREN AND YOUNG PEOPLE'S PLAN).

579. ANY OTHER BUSINESS

None.

580. DATE OF NEXT MEETING

Members noted the following dates of EYDCP meetings:

- 11 May 2006 – Coningsby Children's Centre, Leominster
- 12 October 2006 (Venue tba)
- 07 December 2006 (Venue tba)

It was also noted that, should anyone require transport to Coningsby Children's Centre for the meeting on 11 May 2006, they were to get in touch with Ros Hatherill before the day of the meeting.

The meeting ended at 9:01 p.m.

CHAIRMAN

FINANCIAL REPORT 2005/06 AND 2006/07

Report By: Ros Hatherill, Lead Officer, Early Years and Childcare Manager

Purpose

To inform the Partnership of the following budget details.

Part A – Where the current budget is at the end the financial year April 06.

This relates to the two year rolling budget that was received 04-06

Appendix A – to be presented at EYDCP meeting 8th March

Part B - The planned budget for 06/07 which includes the Transformation Funding

Appendix B – to be presented at EYDCP meeting 8th March

Part C - Children's Centre Budget 06/07 – 07/08 (2 years) Revenue and Capital

Appendix C - to be presented at EYDCP meeting 8th March

Background

The presentation of the budget in this way will hopefully clarify the identified spending and funding stream requirements that:

- a. We have met over the past 2 years;
- b. That we anticipate to meet over the next two years.

RECOMMENDATION

THAT: The Partnership ratifies the planned budget as laid out for:

Part A – Where the current budget is at the end of the financial year March 06

Part B – The planned budget for 06/07 including the Transformation Fund

Part C – The planned Children's Centre Budget 0/6 – 0/8 for revenue and Capital.

The future role of the EYDCP.

We are sure you are aware as partnership members that there has been some discussion already with regard to the continuing role of the EYDCP and its wider role within the Children and Young Peoples Plan for Herefordshire.

At the next partnership meeting in May, we have set the time aside for discussion and both Klaus and myself felt that the constitution was a good starting place.

DISCUSSION OF THE EYDCP BOARD CONSTITUTION

Suggestions for discussion:

FUNCTION:

It might be helpful to list some of the areas of decision making about the annual revisions of the EYDC Plan in the context of the Herefordshire Children's and Young People's Plan. In view of the fact the EYDCP Board's remit ranges across the whole range of pre-school provision (and some areas beyond this), its function includes the following

- ~ reviewing the aims of provision, and progress towards them,
- ~ considering the EYDC remit in relation to other sections of the LA's operation, particularly the Children's Directorate,
- ~ reviewing methods for obtaining users' evaluations of provision,
- ~ reviewing demand and supply regarding provision,
- ~ reviewing coordination and collaboration among services involved in provision – statutory and voluntary,
- ~ disseminating LA and central govt policies and considering their implications
- ~ considering funding arrangements and their implications for provision,
- ~ disseminating good practice emanating from Hereford providers
- ~ considering arrangements for recruitment and the development of the workforce,
- ~ agreeing new settings,
- ~ making recommendations to the Hereford Children's and Young People's Partnership Board about any of the above as appropriate.

MEMBERSHIP

- ~ reviewing the appropriateness of the current membership specification in relation to the above remit,
- ~ reviewing communication arrangements between representatives and their constituents,

ARRANGEMENTS FOR BOARD MEETINGS

- ~ noting the negotiable and non-negotiable elements of the meetings.
- ~ reviewing the form of the meetings, and how they can be made as effective and convenient as possible – including the briefing of members,
- ~ reviewing consultation and decision-making procedures.

K. Wedell
R Hatherill

CONSTITUTION FOR THE HEREFORDSHIRE EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP

Introduction

1. The Secretary of State for Education and Employment requires The Herefordshire Council to establish a body called the Early Years Development and Childcare Partnership, to prepare an Early Years Development and Childcare Plan. This constitution sets out the main functions of the Partnership, its membership and voting arrangements, and its rules for the conduct of business.

Function

2. The Early Years Development and Childcare Partnership's main function is to prepare, and revise annually, an Early Years Development and Childcare Plan which meets the needs of children and Parents and to monitor progress against standards... Such a plan must be referred to The Herefordshire Council for its approval, before it is submitted to the Secretary of State for Education and Employment. If The Herefordshire Council does not concur with any of the content of the plan, the plan will be referred back to the Partnership for further consultation and discussion.
3. Partnership is central to the process and the Partnership will act in accordance with the aims set out in The Department for Education and Employment's Planning Guidance.
4. The first plan for the Early Years Development and Childcare Partnership in Herefordshire will come into effect from 1st April, 1999, for implementation by The Herefordshire Council.

Membership

5. The members of the Early Years Development and Childcare Partnership comprise the following representatives -
 - 1 person nominated by the Herefordshire Association of Governors.
 - 1 person representing parents and carers nominated by the Hereford and Worcester Education Co-ordinating Group
 - 1 person nominated by Hereford Anglican Diocesan Education Authority
 - 1 person nominated by Cardiff Archdiocesan Education Authority
 - 1 from maintained schools with nursery classes
 - 1 person nominated by the Chamber of Commerce Training and Enterprise (for the time being representing also the private and voluntary training sector)
 - 1 person representing voluntary sector providers of Care and Education for 0-4 year olds
 - 1 person representing private sector providers of Care and Education for 0-4 year olds nominated by the Local Association of Private Providers
 - 1 person representing special educational needs groups nominated by the Herefordshire Special Needs Consortium
 - 1 nominated by the local branch of the Registered Child-Minders Association
 - 1 from the Social Services Directorate
 - 1 from the Local Education Authority
 - 1 from the Policy and Community Directorate
 - 1 from the Health Authority

- 1 person nominated by Hereford College of Technology
- 1 person nominated by Centre for Research in early Childhood (University College, Worcester.)
- 1 parent representing parents and carers of children with special needs nominated by the Local Parent Partnership
- 1 from Voluntary Aided Schools
- 1 person nominated by the Marches Family Network
- 1 person nominated by the Free Churches
- 1 representing the Employment Service/New Deal
- 1 representing Rural Development/Playcare Partnership
- 1 representing Playwork Education and Information through ADAPT
- 1 representing Home Start
- 1 representing The Community Health Trust
- 1 representing Local Employers
- 1 representing private and voluntary sector providers of Out of School Childcare for 5-14 year olds
- 1 representing Youth Service
- 1 representing the Independent Schools sector
- 1 representing the Herefordshire Playcare Association.
- 1 representing travelling families

Additional Members

6. The Partnership may decide to invite additional Members to join the Partnership or contribute to the meeting, bearing in mind the Secretary of State's advice that total membership should not exceed 30.

Tenure of Office

7. It is for each nominated body to decide who should represent them at the Partnership, and the period of time each such member should serve.

Substitutes

8. Each nominating group may arrange for a substitute to attend when its formal representative cannot do so. That arrangement is designed to ensure that groups can always be represented, though it is important for there to be as much continuity as possible from one meeting to the next.

Chairman and Vice-Chairman

9. At its first meeting in each financial year, the Partnership will elect a Chairman and Vice-Chairman from among its numbers, but excluding members nominated by Council Departments or by schools and other groups representing those directly involved in the provision of education or care for 0-14 year olds.
10. If both the Chairman and Vice-Chairman are absent from the meeting, or have resigned, the Partnership will elect from its number a Chairman for the meeting.

Calendar of meetings

11. The Partnership will meet at least once a term and will determine the dates of meetings as far as possible on an annual basis.
12. Extraordinary meetings may be convened at the request of 3 members of the Partnership. In such cases, the timing and date of the meeting will be determined following consultation with the Chairman.

Timing of meetings

13. Meetings will start at times acceptable to the Partnership, and will normally be limited to two hours duration.

Quorum

14. The Quorum for the Partnership will be one third (rounded up) of the approved membership.

Convening and notice of the meetings

15. All meetings will be convened by the County Secretary and Solicitor of Herefordshire Council.
16. Written notice of meetings and the agenda will be sent to members of the Partnership 7 clear days before the meeting (or 3 clear days in the case of an Extraordinary meeting).
17. Non Receipt by any members of notice of a meeting will not invalidate the meeting.

Agenda

18. The Agenda will be prepared by the County Secretary and Solicitor, in consultation with the Chairman.
19. Items may be placed on the agenda by any member of the Partnership by notice in writing to the County Secretary and Solicitor received at least 14 clear days prior to the meeting.
20. Papers relating to the agenda items will be sent to members with the agenda. The Chairman may agree that papers should also be tabled at the meeting.

Late items/Any other business

21. Immediately before the minutes of the previous meeting have been approved, Members should inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or whether it should be deferred to a subsequent meeting.

Minutes of meeting

22. Minutes of meetings, including a record of persons attending, will be drafted by the County Secretary and Solicitor.
23. The draft minutes of the meeting will be considered for approval or amendment at the start of the following meeting. Any dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.

24. Decisions should normally be made through consensus.
25. In the event of an item receiving two separate motions, the matter would be resolved by simple majority voting with each representative entitled to one vote. The Chairman will have the casting vote in the event of a tie.

Working Groups

26. The Partnership may establish working groups to gather information and/or draft revisions to the Early Years Development and Childcare Plan for recommendation to a full meeting of the Partnership. When establishing working groups, the Partnership will -
 - (a) ensure that at least 3 members of the Partnership are members;
 - (b) establish terms of reference;
 - (c) determine procedures for reporting back to the Partnership.
27. The Partnership may co-opt non-members to working groups, but such non-members may not vote on any matter.

Rights of press and public to attend meetings

28. The press and public will be entitled to attend meetings of the Partnership but may be excluded from the meeting during the consideration of items containing information capable of being treated as exempt information if meetings of the Partnership were meetings of a local authority.
29. At the beginning of each meeting, for up to half an hour, members of the public will have an opportunity to receive answers to any pre-received written questions they have submitted to the County Secretary and Solicitor.
30. The County Secretary and Solicitor will arrange for a public announcement of meetings of the Partnership, and will also arrange for minutes and papers relating to the Partnership meetings to be available for inspection in Council Offices and Public Libraries after the draft minutes have been approved by the Partnership.

February, 2001

CHILDMINDING SUB-GROUP

Report By: Alison Murphy – Workforce Development Officer

Purpose

To seek approval from Partnership for the Childminding Steering Group to be formally adopted as a sub-group of Partnership.

Background

The Childminding Steering Group was set up to support the partnership between EYDCP and the National Childminding Association (NCMA) who were commissioned to develop Herefordshire's Childminding Service and the Children Come First Network. The full-time post of Childminding Services and Network Development Officer (CSNDO) was taken up by EYDCP on completion of that contract. At this time the steering group membership was broadened to support the growth in development and the integration of childminding services into initiatives such as Children's Centres.

Membership of the group has included officers of EYDCP, Children's Centre Managers, Job Centre Plus, Herefordshire Childminding Association (HCMA) and NCMA.

In May 2005, two further part-time members of staff were appointed; one to support Network development and a Support Childminding Coordinator who recruits and trains childminder volunteers to support prospective and newly registered childminders. Members of the childminding team have also encouraged the development of local support groups for childminders and use these sessions as opportunities for delivering training and as a means of encouraging use of the toy library.

The childminding team have successfully engaged with childminders and provide a wide range of professional development opportunities with excellent take up.

Childminders in Herefordshire are also taking up level 3 qualifications in large numbers via NVQ and the Diploma in Home Based Childcare (start date April 2006). Four members of the Children Come First Network are delivering funded nursery education and outcomes from Ofsted inspections are generally 'good' with some 'outstanding' judgements.

Proposal

At a meeting of the Childminding Steering Group the wide range of work now being delivered by the Childminding Team was acknowledged and it was felt that the Childminding Steering Group should be formalised as a sub-group of Partnership reporting to Partnership and to the Policy and Finance Sub-Group.

It was also felt that membership of the Steering Group should reflect the diversity of membership of the Partnership and, with the growing agenda of Children's Centres and Extended Schools, should include representation where possible from Health, Social Care, Library Service, Extended Schools, Children's Centres, Job Centre Plus, FE, HCMA, NCMA and parent representation.

RECOMMENDATION

- THAT (a) The Childminding Steering Group becomes a formal sub-group of Partnership with membership reflecting the diversity of services represented.**
- (b) Partnership note the considerable achievements of the Childminding Team and of Herefordshire's Childminders in general evidenced by Ofsted reports, the growth in the Network and the considerable rise in the take up of professional development and qualification training.**

APPROVAL REQUEST FOR RECEIPT OF NURSERY EDUCATION FUND

Report By: Sue Peasgood, Early Years Inspector

Purpose

1. To seek the approval of the Partnership for two early years settings that have applied to be included in the Herefordshire Directory of Providers and to receive Nursery Education Fund from September 2006.

Background

2. The settings for consideration are: (1) Putson Pre-school Nursery which is a new setting recently registered by Ofsted and due to open at Putson Baptist Church, Web Tree Avenue, Hereford, in September; (2) Little Acorns, an existing Neighbourhood Nursery at Kingstone is expanding to have a new Full Day Care provision in a mobile at Kingstone High School. Both settings have agreed to the conditions required of all settings who wish to receive Nursery Education Fund.
- 3.

RECOMMENDATION

THAT the Partnership approves the inclusion of Putson Pre-School and the Little Acorns new provision in the Herefordshire Directory of Providers in order to receive Nursery Education Fund from September 2006.

TRANSFORMATION FUND

Report By: Alison Murphy – Workforce Development Officer

Purpose

To Inform Partnership of the Transformation Fund and the implications for Herefordshire's Childcare Workforce.

Background

The Transformation Fund is new, ringfenced investment by the Government to help deliver its long term commitment to transforming the quality of childcare without compromising affordability for parents. The Government has allocated £250 million to the Transformation Fund to be spent between April 2006 and August 2008 on early years provision. *Choice for Parents, the best start for children: a ten year strategy for child care (December 2004)* made the case for a better qualified early years workforce and the *2004 Pre-Budget Report* announced a Transformation Fund to support practitioners training towards qualifications and accreditation such as the Early Years Foundation Degree, the Early Years Foundation Stage and the new Early Years Professional Status. The Government's plans for workforce development were set out in the response to consultation on the Children's Workforce Strategy: *Building a World-Class Workforce for Children, Young People and Families (2006)*. Funding in 2008-09 and beyond will depend on the outcome of the 2007 Comprehensive Spending Review (CSR07).

The Transformation Fund is being introduced initially as a two year initiative to test out approaches to workforce development in the early years sector and to understand better what works in order to inform future policy development. It will also provide local authorities with a means to implement their local workforce strategies in support of the strategic priorities set out in their Children and Young People's Plan.

The Fund will support the transformation of quality in early years settings by:

- Establishing training routes towards a new graduate-level status of 'Early Years Professional';
- Providing financial support for staff in the early years workforce to undertake training towards Early Years Professional Status;
- Supporting progress towards the Government's objective of ensuring that by 2015 all full day care settings employ a graduate with 'Early Year's Professional' Status to lead work with children and parents. The Fund does this by providing a Recruitment Incentive and a Quality Premium for eligible full daycare providers in the private, voluntary and independent (PVI) sector;

- Moving towards parity between the maintained and PVI sector by boosting the qualifications of early years staff in PVI settings to create a high quality and diverse workforce;
- Investing in training and development to increase the skills and qualifications of staff employed in private, voluntary and independent settings, in particular by increasing the numbers with a Level 3 qualification; and
- Training more staff in the private, voluntary and independent sector to work with children with disabilities and those with SEN.

The rationale and evidence base for the Transformation Fund is set out in Annex A of *Choice for Parents, the best start for children : Ten Year Strategy for Childcare, December 2004*

Most of the Fund will be channelled through local authorities who will contract with settings to ensure that the Fund is spent in the way intended and that all conditions are met. It will be evaluated and monitored carefully in order to build a robust evidence base to inform future policy development. The Fund cannot be used for the maintained sector.

Monitoring and evaluation will be a strong feature of the Transformation Fund from the outset. Basic monitoring data will be collected from local authorities twice yearly. The first returns are due in September 2006 and will inform the allocations and guidance for 2007-08. Detailed guidance on monitoring requirements will follow in April.

Full copies of the Transformation Fund Guidance along with conditions for award of the Recruitment Incentive and Quality Premium, can be found on the Every Child Matters and Sure Start websites. Details about the Early Years Professional Status can also be found on the Children's Workforce Development Council (CWDC) website

www.everychildmatters.org.uk

www.surestart.org.uk

www.cwdcouncil.org.uk

Financial Implications

The allocation for Herefordshire is £187,559. Further clarification is being sought from DfES, Sure Start and Extended Schools Group and it is hoped that the monitoring information due in April 2006 will enable the EYDCP to put systems in place swiftly. Local authorities will be able to use the main revenue block of the General Sure Start Grant to cover costs of administering the Fund.

Contracts will be drawn up with eligible providers to include conditions of grant and monitoring put in place to ensure conditions have been met.

RECOMMENDATION

THAT (a) the Partnership acknowledges the new, ringfenced funding stream to raise the quality of early years provision.

BACKGROUND PAPERS

- What does the Transformation Fund mean for early years childcare providers?
- Conditions of Grant

What does the Transformation Fund mean for early years childcare providers?

ANNEX

Nurseries offering full day care and run by the private, voluntary or independent sector

From April 2006 all nurseries offering full day care are eligible to apply to local authorities for:

Reimbursement of costs for staff undertaking training to acquire **relevant Level 3 or higher qualifications**. This can include training towards the Early Years Foundation Degree or, as appropriate, training related to the Early Years Foundation Stage.

Reimbursement of costs for staff undertaking training to work with **disabled children and those with special educational needs**

From September 2006 settings will also be eligible to apply for:

Reimbursement of eligible costs for their Level 5 or 6 leader of professional practice to undertake approved training to acquire Level 6 **Early Years Professional Status**. Further details on this will be available on the CWDC website in June 2006. This reimbursement will not be paid through local authorities and is additional to local authority allocations from the Transformation Fund.

From September 2006 if the nursery has not employed a graduate in a relevant subject before it is eligible to:

Apply to the local authority for a **Recruitment Incentive** of £3,000 per annum (more in London) to cover the additional costs of recruiting and employing a graduate for the first time.

Apply to the local authority for a **Quality Premium** of £5,000 per annum (more in London) to spend mainly on additional professional development of staff. As long as a member of staff will qualify for EYPS within 2 years from the date that the Quality Premium was paid, the setting may use the premium to train any of its staff at any level or for other activities leading to improved quality for children.

From September 2006 if nurseries already employ a Level 5 or 6 graduate with a degree in a subject relevant to working with children, they are eligible to apply to local authorities for:

A **Quality Premium** of £5,000 per annum (more in London) to spend mainly on additional professional development of staff. As long as a member of staff will qualify for EYPS within 2 years from the date that the Quality Premium was paid, the setting may use the premium to train any of its staff at any level, for other activities leading to improved quality for children, or to enhance wages where this will address staff retention.

Sessional day care run by the private, voluntary or independent sector and childminders caring for under 5s

From April 2006 playgroups, other sessional providers and childminders caring for the under 5s are eligible to apply to their local authority for:

Support for staff undertaking training to acquire **relevant Level 3 or higher qualifications**. This can include training towards the Early Years Foundation Degree or, as appropriate training related to the Early Years Foundation Stage.

Support for staff undertaking training to work with **disabled children and those with special educational needs**.

Conditions For the Award of the Quality Premium and Recruitment Incentive:

Settings in receipt of the Quality Premium and the Recruitment Incentive must meet the conditions set out below. These will be specified in the contract between the local authorities and the provider, and monitored by the local authority who should assure themselves that all conditions are met before continuing the payments:

- One Quality Premium and one Recruitment Incentive per setting which can be claimed in each of the two years;
- Settings must offer group based care for longer than 4 hours a day, with a minimum of 20 registered places and a satisfactory or better Ofsted rating;
- As evidence that affordability is not being compromised, fees paid by parents for a full week should not exceed £175 (£205 in London), and should not increase above the level notified to parents for the year ahead. A full week is a minimum of 6 hours a day, 5 days a week;
- Evidence that staff attracting the Quality Premium meet the criteria for graduate level qualifications;
- Commitment to having a member of staff with Early Years Professional Status in place within 2 years of receipt of the Premium and if applicable the Recruitment Incentive;
- Agreement to use at least half of the Quality Premium to fund staff professional development, particularly in preparation for the Early Years Foundation Stage, supported by local authority Early Years Advisers, and any remainder on improvements to the quality of services to children and parents (see paragraphs 3.8 and 3.9 above);
- Agreement to report on how the Quality Premium has been spent;
- Agreement to provide monitoring data as required and participate in the evaluation so that DfES can gather and assess evidence of both outputs and outcomes over time; and
- No expenditure prior to September 2006 and agreement to the financial conditions set out in the *General Sure Start Grant: Memorandum of Grant*.

If local authorities are not satisfied that the conditions have been met they will need to take action to adjust or cease payments accordingly.

EARLY YEARS FOUNDATION STAGE

Report By: Sue Peasgood, Early Years Inspector

Purpose

1. To inform the Partnership of the public consultation during Summer 2006 on the proposed Early Years Foundation Stage (EYFS) which will become statutory in September 2008.

Background

- 2 The new EYFS will cover from birth to the end of the academic year in which children become five. It will bring together the current *Birth to Three Matters Framework*, the *Curriculum Guidance to the Foundation Stage* and the elements of the *National Standards for Under 8s Daycare and Childminding* into a single framework set in the context of *Every Child Matters*.
- 3 It will be designed to deliver improved outcomes for all children, across every area of learning and development. Well-planned play will continue to be central to children's development and learning, ensuring that learning is both challenging and fun. There will continue to be an emphasis on the importance of: high quality interactions between practitioners and children; the provision of a good range of play opportunities both inside and outside; and a balance of adult-initiated and child-initiated activities.
- 4 There will still be a clear focus on the Early Learning Goals. The guidance will be set out so that practitioners can see children's general progression through the four aspects of children's development in *Birth to Three Matters* towards the Early Learning Goals, and see how that relates to the five outcomes.
- 5 AS now, there will be no tests or group assessment for young children in the EYFS. Instead, practitioners' planning for individual children's development and learning will be based on their continuing observational assessment throughout the EYFS. Practitioners will supplement this with discussions with parents. The Foundation Stage Profile (FSP) will continue as an ongoing record of children's achievements during the final year of the Foundation Stage. It is not expected that there will be any change to the current timing of data return for the FSP.
- 6 The EYFS guidance will include exemplification, drawn from existing good practice from across the country reflecting different types of setting, different age groups and will be fully inclusive of the diversity of children, families and communities within our settings.

- 7** It will be compatible with and take account of the SEN framework and the key objectives for young children's learning and progression as set out in *Removing Barriers to Achievement: the Government's Strategy for Special Educational Needs*.
- 8** The Childcare Bill will give the EYFS the same legal status as the Foundation Stage currently has under the National Curriculum. The EYFS will form the basis of the new inspection system and Ofsted will be developing a new inspection framework.
- 9** The Primary National Strategy's Literacy and Numeracy frameworks for Reception through to Year 6 are being reviewed and will be published by September 2006. The renewal of the Literacy Framework will, in particular, take account of the findings and recommendations of the Rose Review into the teaching of early reading. This will also have an influence on the EYFS.
- 10** Training for the new EYFS will be provided during 2007. A formal consultation on the detailed content of the EYFS will take place in Summer 2006.

RECOMMENDATION

THAT

the Partnership is alerted to the proposed Early Years Foundation Stage and the importance of its members, and early years practitioners across the county, to respond to the formal consultation which will take place this term.

QUARTERLY CHILDCARE REPORT – QUARTER 4 - 2005/6

Report By: Bryan Twitty, CIS Manager

Purpose

1. To inform the Partnership of progress against targets set in the Two-year Plan (2004-2006) to include both disadvantaged and non-disadvantaged wards together.

Background

- 2 This quarterly report covers period 4 of 2005/06 and indicates that the target originally set at the commencement of the 2004 –2006 funding period will be met. This total includes both places registered by OfSTED and unregistered places created in the county. The ratio of childcare places opened to closed is still within the original national targets set in 2001.
- 3 As stated previously the EYDCP is not required to report to the SureStart Unit on registered places opened in Herefordshire. OfSTED, based on their own database, now feeds this information direct to the Unit.
- 4 The details of places created for the period 1st Jan2005 – 31st March 2006, is as follows:
 - 32 places were created within Registered settings (exc. Childminders)
 - 25 places were created in Childminded settings (inc. 7 for under 2 year olds)
 - In total therefore 57 new Childcare places were created within the period.

The total number of new places created within the sector (1st April 2005 to 31th March 2006) is 478 (not including settings re-registering following moves et al).

- 5 The Partnership will recall that the targets set prior to April 2004 for place creation was as follows:
 - Disadvantaged Wards – 345 places
 - Non-disadvantaged Wards - 373 places

- Children's Centres - 62 places
- Pre-school conversion - 76 places
- Total - 856 places

During the two-year period the DfES removed the stipulation (and funding constraints) placed on the EYDCP with regard to place creation within disadvantaged areas and therefore the available funding supported settings creating places countywide. The definition of a disadvantaged area also altered, following the 2001 census data being released in 2004/5 and the ranking of wards ceased to be recognised as a measure of deprivation. Super Output areas (SOA's) became the measure used altering significantly the areas in question.

Following these alterations the tracking of disadvantaged area places ceased to be relevant and only the overall total of places created within the county was tracked. Therefore, the total number of places created, (inc. Childminded places, Out of School places, Full and Sessional Day Care) within Herefordshire over the period April 2004 to March 2006 is 951.

The partnership should note however that this figure has not increased the total number of places available within the county by 951 as it does not take into account the closure of places, some 392 over the period, a net gain therefore of 559 places.

Nationally set ratios of places closed to those opened were also no longer reported against after March 2005, however the ratios were not exceeded.

RECOMMENDATION

THAT: The Partnership notes the progress made over the period 2004-2006 and that the EYDCP has no set targets for the forth coming period other than in the creation of Children's Centre Childcare.