

A G E N D A

Early Years Development and Childcare Partnership

Date: **Wednesday, 6th June, 2007**

Time: **7.00 p.m.**

Place: **Education and Conference
Centre, Blackfriars, Hereford.**

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

*For any further information please
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AGENDA

for the Meeting of the Early Years Development and Childcare Partnership

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

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES</p> <p>To receive details of any members nominated to attend the meeting in place of a member of the partnership.</p>	
<p>3. LATE ITEMS / ANY OTHER BUSINESS</p> <p>To receive notice of any item it is proposed to raise under any other business, and consider whether any item so identified may be raised or should be deferred.</p>	
<p>4. MINUTES</p> <p>To approve and sign the minutes of the meeting held on 8th March, 2007.</p>	3 - 8
<p>5. DIRECTOR OF CHILDREN AND YOUNG PEOPLE'S SERVICES</p> <p>To receive an introduction from Ms Sharon Menghini, recently appointed Director of Children and Young People's Services.</p>	
<p>6. FUNDING ARRANGEMENTS FOR CHILDCARE SETTINGS</p> <p>To consider a report on the different funding arrangements of 3 and 4 year old places in Local Authority Nurseries and in Private and Voluntary Settings.</p>	9 - 10
<p>7. CHANGES TO THE NURSERY EDUCATION FUND AGREEMENT</p> <p>To consider the proposed changes to the NEF Provider Agreement 2007-8.</p>	11 - 20
<p>8. APPROVAL REQUEST FOR RECEIPT OF NURSERY EDUCATION FUND</p> <p>To approve a new early years setting that has applied to be included in the Herefordshire Directory of Providers and to receive Nursery Education Fund.</p>	21 - 22

9. LATE PAYMENTS

To consider an oral report from Ros Hatherill. This item has been submitted by Joyce Elliott of Gateway Nursery.

10. CHILDREN'S CENTRES AND EXTENDED SCHOOLS

To receive a presentation from Lea Abbots on progress made with Children's Centres and Extended Schools.

11. THE ROLE AND FUNCTION OF THE EYDCP

To consider the first draft of the Constitution, following a consultation on the role and function of the EYDCP.

Note: This document is not attached to the agenda, and will follow later.

12. ANY OTHER BUSINESS

13. DATE OF NEXT MEETING

To revise the meeting programme. The proposed dates were as follows:

- 11 October 2007
- 06 December 2007.

These dates might need to be changed in order to fit in with the meeting cycle of the Children and Young People's Partnership Board.

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- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

**MINUTES of the meeting of Early Years Development and
Childcare Partnership held at , Education and Conference
Centre, Blackfriars, Hereford. on Thursday, 8th March, 2007
at 7.00 p.m.**

ATTENDANCE**Present:**

Bella Barron	Independent Schools Sector
Norris Boyland	Church of England Diocese
Rose Dyke	Jobcentre Plus
Di Gibson	Home Start
Andy Gosling	North Herefordshire Children's Centre
Stephen Grist	Herefordshire Governors' Association
Carol Holloway	Individual Attendee – Wigmore After School
Sue Marshall	Individual Attendee – Redhouse Nursery
Jan McColl	Parents' Representative
Liv Moss	Voluntary Sector Providers (0-4 years)
Kathy Pearce	Individual Attendee – Dollymixtures Pre-School
Ailsa Robbie	Marches Family Network
Rose Spitzmaul	Individual Attendee – Trinity Treetops
Klaus Wedell	Chairman

In Attendance:

Heather Donaldson	Corporate and Customer Services Directorate
Sue Fiennes	Children and Young People's Directorate
Ros Hatherill	Children and Young People's Directorate
Anne Heath	Children and Young People's Directorate
Alison Murphy	Children and Young People's Directorate
Sue Peasgood	Children and Young People's Directorate
Bryan Twitty	Children and Young People's Directorate

614. APOLOGIES FOR ABSENCE

Lea Abbotts, Janice Greenow, Cllr Jenny Hyde, Lynn Marsden, Tracey Neale, Cllr Sally Robertson, Ben Straker.

615. NAMED SUBSTITUTES (IF ANY)

Rose Dyke for Ben Straker.

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616. LATE ITEMS / ANY OTHER BUSINESS

The following additional item of business was submitted:

- The proprietor of Townend Nursery, Stretton Grandison, had forwarded a query about Nursery Education Funding, on behalf of her clients. The Partnership agreed to consider it later on the agenda, under Item 9 (ANY OTHER BUSINESS)

617. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

618. SUE FIENNES - DIRECTOR OF CHILDREN AND YOUNG PEOPLE'S SERVICES

The Partnership thanked Sue Fiennes, who was leaving the Authority at the end of March 2007, for her significant contribution to Early Years and Extended Schools matters during her time as Director of Children and Young People's Services.

Sue said that she had been impressed with the mixed sectors represented on the Partnership, and how well people had worked together to make a difference to the issues that they regarded as important.

Members presented her with a bouquet of flowers and wished her every success and happiness in the future.

619. NATIONAL ASSOCIATION AWARD

Bryan Twitty reported that the National Association of Children's Information Services (NACIS) had given the Herefordshire Children's Information Service an award for quality. Ros Hatherill said that the Association's report had highlighted several areas of excellence within the service, and was a reflection of the team's professionalism and dedication.

620. MINUTES

During consideration of the minutes, the following updates were given:

Minute 604 (MINUTES): Sue Peasgood said that the Early Years Foundation Stage framework would be in place in Herefordshire at the end of March 2007. At the next Partnership meeting, she would report in detail and supply the related documents.

Minute 606 (THE ROLE AND FUNCTION OF THE EYDCP): Ann Heath reported that a steering group had been set up to do some research, and assess the feasibility of setting up a Public Service Trust for Herefordshire. The group comprised two Primary Care Trust Board members, the Leader of Herefordshire Council, the Chief Executives of the PCT and Herefordshire

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Council, and one Cabinet member. Research would be finished in April 2007, followed by public consultation and a decision about whether the proposal was right for Herefordshire.

AGREED: that the minutes of the meeting held on 12 October 2006 be approved as a correct record and signed by the Chairman, subject to the following amendment:

- **Minute 605 (CHILDREN AND YOUNG PEOPLE'S PLAN) - Third paragraph, second line: delete "NHS's".**

621. HEREFORDSHIRE EARLY YEARS CONFERENCE

Sue Peasgood reported on the recent Herefordshire Early Years Conference, held at the Courtyard Arts Centre. Over 300 professionals working with 0-5 year olds attended, and heard addresses from Oxford University Professor, Kathy Sylva and Early Years Consultant, Ros Bayley. Several members commented that they had attended the day, and had been inspired by, and impressed with, its content and the calibre of the speakers. Topics covered included research on the effectiveness of pre-school and primary education, ways to captivate children and stimulate learning and development, and education through pictures, storytelling, toys and humour.

Alison Murphy added that the staff at the Courtyard had been extremely supportive and helpful, and she would be writing to express her thanks on behalf of the Early Years team. Sue Fiennes suggested that the letter should also be copied to Councillor Mrs J. French, Cabinet Member for Corporate and Customer Services and Human Resources, whose cabinet portfolio included the Courtyard.

AGREED: that the report be noted.

622. CHILDREN'S CENTRES AND EXTENDED SCHOOLS

Bryan Twitty provided information on progress made with extended schools and children's centres in Herefordshire. He made the following key points:

- Lea Abbots had been appointed as Children's Services and Extended Schools Coordinator;
- Central Government's target was that by 2010, all children, young people, parents and carers would have access to extra services in schools and children's centres, after the end of normal school hours. The target was part of "Every Child Matters: Change for Children". Schools that provide these extra services are called "extended schools". Examples of services on offer include: parenting advice, access to the school's facilities, affordable childcare in and around school;
- In Herefordshire, the EYDCP had a development team to deal with extended schools matters, and the team was working with the 14 extended schools clusters to provide the necessary information to the DfES and the training and development agency. Each cluster had its own development co-ordinator;
- Children's Centres were continuing to develop alongside extended

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schools. Phase 2 of the development was going well, with Ledbury and Ross-on-Wye both making excellent progress, and discussions underway to enhance facilities in Peterchurch. North of Hereford city, Widemarsh Workshop had been identified as a possible development site.

RESOLVED: that the report be noted.

623. THE ROLE AND FUNCTION OF THE EYDCP

Members considered the next stage in the consultation about proposed changes to the EYDCP's role, function and constitution. Klaus Wedell said that the EYDCP represented the interface between childcare providers and the Council, and that Ann Heath was the link between the EYDCP and the Children and Young People's Partnership Board. Ros Hatherill said that it was crucial to get the right blend of membership to ensure that all sectors were represented effectively. She added that originally, the EYDCP had been set up under statute to ensure effective delivery of Early Years Services. The statutory requirement was no longer in place (due to changes brought about by "Every Child Matters", which required a different way of working), but the need for a partnership with childcare providers was still essential.

Members worked in groups to ascertain what decisions the Partnership should now be taking, and what the representation should be. The following points were made:

Membership/Representation:

- Need to ensure adequate parent representation on the Partnership, and also to find a way for representatives to communicate with other parents (for example, newsletter, through the various settings). It was suggested that parent reps could be drawn from the clusters or from children's centres.
- Need to involve the staff from all the settings;
- Special Education Needs – is this still the appropriate umbrella for representation?
- The Chair should always be independent and have no vested interest;
- How will children's centres be represented? Not all 10 managers can attend because this would not be practical, maybe a rolling attendance – they can take it in turns?
- It was necessary to consider whether and how, the following groups can be represented:
 - Extended schools
 - Colleges – should the representation be wider?
 - Libraries
 - Police
 - Drugs help organisations
 - National Trust Forest Schools
 - Youth Services
 - Connexions
 - HCVYS
- Advisors: It was suggested that the Partnership should have a core of set ones, plus additional ones to be brought in depending on the issues to be discussed.

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- How do we choose representation of larger groups? How do we disseminate information to the larger groups?
- SEN – The Partnership will approach the SEN consortium to obtain representation.

Communication:

- Information could be sent and received through the following channels:
 - Letters on notice boards
 - Parent's suggestion boxes
 - Email and Websites
 - A newsletter for the general public
- Also send agenda out to interested bodies, which might read, but not attend the meeting.

Meetings:

- Frequency of Meetings –if they fit in with C&YPPB Meetings we can have a reporting line. The C&YPPB meets 6 times per year, and it was suggested that EYDCP should meet a minimum of 3 times per year.
- Title – What conveys the flavour of the meeting best? Should we retain the existing name, or choose something new – for example, “Early Years and Extended Schools Partnership (EYES)”? Anne Heath and Ros Hatherill will think specifically about this and bring any further ideas to the next meeting.
- Should we rotate the venues? How will it affect attendance?

Role and Function

- Informing the Board – summary of progress/proceedings be put in a newsletter which can go to the Board, but also to the general public.
- Operational – DfES has put consultations to the EYDCP and to officers in the past – the role of the EYDCP must be to take those consultations back to constituents and get a wider response.
- Size of Partnership. Should be no more than 30. Need to establish what is a quorum. Also, consider whether the partnership should have the powers to set up sub-groups to deal with specific issues.

AGREED: That a the initial draft of the constitution be devised, taking account all of the points made in the above minute, and be considered at the EYDCP's next meeting.

624. ANY OTHER BUSINESS

Bryan Twitty read out a question which had been forwarded by the proprietor of Townend Nursery, Stretton Grandison, as follows:

" From next year, I understand that Nursery Education Funding is to extend to 15 hours and cover 38 weeks. However, my setting offers 12 hours and 36-37 weeks at the most. At present, Nursery Education Funding is paid on a proportional rate. Accepting that every nursery is different and there should be parental choice, my parents do not want this, but do want the Nursery Education Funding. How is this going to work?"

Bryan explained that there was no date yet, for commencement of the

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funding for 15 hours and 38 weeks, and the most recent consultation merely said "by 2010 at the latest". The Code of Practice issued to all proprietors explained all of the issues surrounding the matter, and made it clear that settings were not obliged to open for 38 weeks.

Some members asked if the issue could be looked at in greater detail at the next meeting, because they felt that the current policy might be weighted slightly in favor of LEA nurseries and not private providers.

RESOLVED: that the issue of nursery education funding be examined in greater detail at the next meeting.

625. DATE OF NEXT MEETING

Members noted that some of the EYDCP meeting dates might need to be changed to fit in with the meeting cycle of the Children and Young People's Partnership Board. For this reason, the date of the next meeting was changed from 10 May 2007 to 06 June 2007.

RESOLVED: that the next meeting of the EYDCP be held on 06 June 2007, and further dates be decided to fit in with the meeting cycle of the Children and Young People's Partnership Board.

The meeting ended at 9.05pm

CHAIRMAN

FUNDING ARRANGEMENTS FOR CHILDCARE SETTINGS

Report By: George Salmon – Head of Commissioning & Improvement – Schools & Services

Comparison of Funding Arrangements of 3 and 4 year old places in Local Authority Nurseries and in Private and Voluntary Settings.

Purpose

To advise the Partnership of the different funding arrangements for Local Authority Nurseries and Private and Voluntary Settings.

Background

There are differences in the funding arrangements in Local Authority Nurseries and Private and Voluntary Settings which reflect their different roots, and differing constraints under which they operate.

In schools which serve the 3 to 4 age range, as part of their statutory provision, allocations are made as part of the overall school budget on the basis of £2,517 per place for 190 days in the year. This is equivalent to £419 per child per term.

Voluntary and Private providers receive £552 per term per child to a maximum of £1656 per year i.e. 190 days. In cash terms the NEF funding is 31% higher than the amount received by a school for the increased cost of a nursery class

The major difference is that the schools receive funding per place provided whereas private and voluntary providers receive funding only if children are occupying that place.

This reflects the statutory background. Schools with Local Authority nurseries have no choice over the number of places on offer, or whether the places are filled or not. Any change to the 26 or 13 places has to be subject to a statutory notice, public consultation, and until now the decision of the School Organisation Committee.

Private and Voluntary providers cannot exceed the number for which they are registered, but within this can choose the level to which they operate.

The staffing levels in schools are set at a maximum rate of 26 children per 2 adults, 1 of whom is a fully qualified teacher, the other having a minimum level 3 qualification. Staff are subject to teacher national terms and

Further information on the subject of this report is available from George Salmon, Head of Commissioning and Improvement, on 01432 260802

conditions. In private and voluntary provisions the staffing rate is at 8 children per 1 adult, where level of qualification can vary, and other than the need to provide the maximum age there is no legal constraint on levels of pay.

From the Council's standpoint it is acknowledged that funding arrangements are different, and it could be argued either way which are the more favourable. It is not clear what changes could be made which would not risk significant detriment to the various sectors.

The views of Partnership members are welcome on this point.

RECOMMENDATION

THAT: The Partnership considers if any particular aspects of the funding arrangements should be changed.

Changes to the Nursery Education Fund (NEF), Provider Agreement incorporating the principles of the Early Years Foundation Stage

Report by: Bryan Twitty, CIS Manager

Purpose

To inform the Partnership of the proposed changes to the NEF Provider Agreement 2007-8

Background

1. The implementation of the Early Years Foundation Stage has implications for providers and the delivery of NEF places within the county
2. The NEF Provider Agreement is signed annually by providers of free nursery education funded places and by signing agree to abide by the "Code of Practice on the provision of free nursery education places for three and four year olds: Feb 2006". Within the Code of Practice section 11.9 states that local authorities must keep an up to date directory of providers of NEF places the signed agreements act as entry to the directory.
3. Section 11.10 and Annex A state that local authorities may attach reasonable conditions with regard to inclusion within the directory to ensure providers meet the quality standards outlined within it. To this end the EYES (formally EYDCP) has agreed, in the past, a set of requirements attached to the agreement, which is subsequently signed by providers. Para 5 of the agreement states, " Those providers who do not comply with the conditions will not remain eligible for [NEF] funding". This requirement will remain on the updated agreement.
4. Proposed changes to the agreement are:
 - Details of the support network available in Para 5
 - Requirements point 1 – reference to fulfilling the principles of the Early Years foundation stage
 - Requirements point 2 – to meet and achieve a minimum of satisfactory at OfSTED inspection rather than just submit to inspection
 - Requirement point 4 – new

- Requirement point 5 – working in partnership with support team rather than “receive visits”
 - Requirement point 6 – minimum attendance at local partnerships
 - Requirement point 7 – reference to self evaluation and advice
 - Requirement point 10 – reference to “high quality” NEF sessions
 - Clarification on page 3 of the financial arrangements in line with practice already in place
5. Providers need to be aware that judgements are made on the local authority based on outcomes at OfSTED inspection of private and voluntary providers as well as maintained settings and that changes to the requirements above support the partnerships forged between all stakeholders.
6. At present DfES consultation is in progress with regard to funding issues within schools and the private and voluntary sector. Further discussion at EYES Partnership level may be required prior to further amendments during the coming year.

Recommendation

THAT the Partnership endorses the changes and the clarification contained within the NEF Provider agreement.

Attachments

- a) **copy of present NEF agreement**
- b) **copy of the revised NEF Agreement**

AGREEMENT BETWEEN HEREFORDSHIRE LEA AND PROVIDERS RECEIVING NURSERY EDUCATION FUND

All references apply to 'A Code of Practice on the provision of free nursery education places for three and four year olds: April 2006'.

All settings wishing to claim Nursery Education Fund for three and/or four year old children should have a copy of the Sure Start publication 'A Code of Practice on the provision of free nursery education places for three and four year olds' and become familiar with the conditions detailed within. Herefordshire LEA, together with the Herefordshire Early Years Development and Childcare Partnership, will continue to apply the conditions set out in 'A Code of Practice on the provision of free nursery education places for three and four year olds' for funding of three and four year old children. Herefordshire LEA confirms that it will follow these procedures.

Nursery Education Fund will be paid to registered providers, via the LEA, up to an annual maximum per eligible child. The funding must be spent on nursery education for eligible children and this will be checked through the audit arrangement (for entitlement see Section 5, for audit arrangements see Annex B).

Universal free early education for three year olds children is available in the term following their 3rd birthday

Those providers who do not comply with the conditions will not remain eligible for funding. They will be withdrawn from the Local Authority register of early years providers who are able to offer funded nursery education with the Herefordshire Early Years Development and Childcare Partnership.

REQUIREMENTS

In order to be registered with the Herefordshire Early Years Development and Childcare Partnership, you must be an eligible provider as detailed in Annex A..

All providers registered to deliver funded early education with Herefordshire LEA and the Early Years Development and Childcare Partnership Plan must agree:

- *To provide learning experiences which work towards the Early Learning Goals and follow the principles of the Foundation Stage guidance.*
- *To submit to Ofsted Inspection when required.*
- *To identify a setting based Special Educational Needs Co-ordinator (SENCO) and implement a Special Educational Needs policy.*
- *To receive termly visits from an early years mentor.*

- Regularly attend local early years partnership meetings.
- Implement a clear training plan that demonstrates a commitment to professional development for all staff according to the setting needs and to attend relevant training sessions.
- Must work towards an accredited quality assurance scheme.
- Provide information to parents/carers at the start of each term, prior to taking up a free place, stating the fees charged in respect of additional services over and above the free entitlement of 2 ½ hours per session
- To provide those children eligible for Nursery Education Fund with free education that is a minimum of 2.5 hours per session and up to a maximum of 5 sessions per week.
- Provide information to the Local Authority in response to enquiries and complaints from the public, and from parent consultation.
- Be open to the monitoring/audit process put in place by the Local Authority to demonstrate accurate claims and to show that the money is being spent in accordance with the regulations (Annex B, paragraphs 12-15).
- **If a Voluntary Managed Group** – to provide the Local Authority with a copy of the setting's constitution and complete both sections (1 & 2) of the agreement declaration attached. Section 2 of which contains details of management contacts.

A funded place must offer not less than 2½ hours per session of up to five sessions per week, for 38 weeks in the year (although it is recognised that some providers may not be able to offer the full entitlement particularly in the first year), this basic entitlement must be free at the point of delivery (Section 5, Section 6 - Para 6.1). Parents are **not required** to take up or pay for additional services nor changed directly or indirectly for any part of the free entitlement, but will be expected to pay for any additional services they do access (ie extending the child's stay to over the minimum entitlement). The basic entitlement for each child is five sessions per week although parents may choose to take fewer than five sessions to meet their own individual requirements (Section 5 – Para 5.9).

Providers must ensure that parents complete a Parent Declaration Form (copies of which will be supplied to you with your claim pack) when an eligible child claims funding with them for the first time or if a child's claim has changed since the previous terms claim. Where a child attends more than one setting the parent **must provide information of all settings on the Parent Declaration Form which should be copied and returned immediately to the LEA before their deadline.** Copies of these forms should be retained by the provider and made available for audit purposes. The nursery education fund will be divided among the settings according to the number of sessions attended.

The funding for each term will be paid to providers *in two parts*:

- The *first* payment is 50% of the total claim based on the previous term's claim, after omitting any children who would be too old for the current term's claim, and therefore no longer eligible.
- The *second* payment will be made following a return of eligible children attending the provision on the actual headcount date for the current term and after completion of duplicate checking.

Herefordshire LEA will make every effort to ensure payments are made within 10 working days of the receipt of the completed claim form.

If a child commences attending your setting after the headcount date please contact the Forward Planning Section on 01432 383042. Groups must inform the LEA if a child has left their setting.

A formal appeals process has been agreed to comply with Section 11 - Para 11.12 – 11.14, of 'The Code of Practice' to deal with exceptional circumstances in which parents are not satisfied that their child has received the free nursery education grant to which they are entitled. Details of the process are available from the Early Years and Childcare Services Manager.

AGREEMENT BETWEEN HEREFORDSHIRE COUNCIL AND PROVIDERS RECEIVING NURSERY EDUCATION FUND

All references apply to 'A Code of Practice on the provision of free nursery education places for three and four year olds: February 2006'.

All settings wishing to claim Nursery Education Fund for three and/or four year old children should have a copy of the Sure Start publication 'A Code of Practice on the provision of free nursery education places for three and four year olds' and become familiar with the conditions detailed within. Herefordshire Council, together with the Herefordshire Early Years and Extended Services (EYES), will continue to apply the conditions set out in 'A Code of Practice on the provision of free nursery education places for three and four year olds' for funding of three and four year old children. Herefordshire Council confirms that it will follow these procedures.

Nursery Education Fund will be paid to registered providers, via the local authority, up to an annual maximum per eligible child. The funding must be spent on nursery education for eligible children and this will be checked through the audit arrangement (for entitlement see Section 5, for audit arrangements see Annex B).

Universal free early education for three year olds children is available in the term following their 3rd birthday

Those providers who do not comply with the conditions will not remain eligible for funding. They will be withdrawn from the Local Authority register of early years providers who are able to offer funded nursery education with the Herefordshire Early Years and Extended Services Partnership. There is a good support network within the EYES and School Improvement Service (SIS) to help you fulfil the following requirements.

REQUIREMENTS

In order to be registered with the Herefordshire Early Year and Extended Services Partnership, you must be an eligible provider as detailed in Annex A.

All providers registered to deliver funded early education with Herefordshire Council and the Early Years and Extended Services Plan must agree:

- 1. To provide high quality care development and learning experiences which fulfil the principles of the Early Years Foundation Stage*
- 2. To meet all regulatory requirements and achieve a minimum of a "Satisfactory" outcome at OfSTED inspection*
- 3. To identify a setting based Special Educational Needs Co-ordinator (SENCO) and implement a Special Educational Needs policy.*

4. *To identify designated persons responsible for policy areas highlighted in the Early Years Foundation Stage.*
5. *To work in partnership with Early Years Mentor Teachers, Development Co-ordinators, Co-ordinators for Early Years inclusion and Quality Assurance.*
6. *Attend a minimum of two local early years partnership meetings each year.*
7. *Implement a clear training plan that demonstrates a commitment to professional development for all staff according to the setting needs and to attend relevant training sessions as identified through self-evaluation and external advice.*
8. *Work towards an accredited quality assurance scheme.*
9. *Provide information to parents/carers at the start of each term, prior to taking up a free place, stating the fees charged in respect of additional services requested over and above the free entitlement of 2 ½ hours per session*
10. *To provide those children eligible for Nursery Education Fund with free high quality care and education that is a minimum of 2.5 hours per session and up to a maximum of 5 sessions per week.*
11. *Provide information to the local authority in response to enquiries and complaints from the public and from parent consultation.*
12. *To respond to the monitoring/audit process put in place by the Local Authority to demonstrate accurate claims and to show that the money is being spent in accordance with the regulations (Annex B, paragraphs 12-15).*
13. ***If a Voluntary Managed Group*** – *to provide the Local Authority with a copy of the setting's constitution and complete both sections (1 & 2) of the agreement declaration attached. Section 2 of which contains details of management contacts.*

A funded place must offer not less than 2½ hours per session of up to five sessions per week, for 38 weeks in the year (although it is recognised that some providers may not be able to offer the full entitlement particularly in the first year), this basic entitlement must be free at the point of delivery (Section 5, Section 6 - Para 6.1, Section 13 – Para 13.5). Parents are **not required** to take up or pay for additional services, but will be expected to pay for any additional services they do access (ie extending the child's stay to over the minimum entitlement). The basic entitlement for each child is five sessions per week although parents may choose to take fewer than five sessions to meet their own individual requirements (Section 5 – Para 5.9)).

Providers must ensure that parents complete a Parent Declaration Form (copies of which will be supplied to you with your claim pack) when an eligible child claims funding with them for the first time or if a child's claim has changed since the previous terms claim. Where a child attends more than one setting the parent **must provide information of all settings on the "Parent Declaration**

Form” which should be copied and returned immediately to the local authority before their deadline. Copies of these forms should be retained by the provider and made available for audit purposes. The nursery education fund will be divided among the settings according to the number of sessions attended.

The funding for each term will be paid to providers *in two parts*:

- The *first* payment is 60% of the total claim based on an estimate provided by the setting at the beginning of the term of the number of eligible children who will be claimed for by the setting
- The *second “balancing”* payment will be made following a return of eligible children attending the provision on the actual headcount date for the current term and after completion of duplicate checking.

Herefordshire Council will make every effort to ensure payments are made within 10 working days of the receipt of the completed claim form.

If children have not been attending any setting until after the headcount date (or during the week in which the headcount falls if they do not normally attend on that day), they will not be eligible for funding that term (Paragraphs 100-101). However the local authority will consider exceptions to this rule and to transfers between settings on an individual basis upon receipt of a written request. This may also result in an individuals funding being transferred from one setting to another.

Groups **must** inform the local authority if a child has left their setting.

A formal appeals process has been agreed to comply with Section 11 - Para 11.12 – 11.14, of ‘The Code of Practice’ to deal with exceptional circumstances in which parents are not satisfied that their child has received the free nursery education grant to which they are entitled. Details of the process are available from the Early Years and Childcare Services Manager.

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 a new early years setting that has applied to be included in the Herefordshire Directory of Providers and to receive Nursery Education Fund from September 2007.

Background

2. The setting for consideration is "Down on the Farm", Norton Brook Farm, Grafton, Hereford, HR2 8ED. The provider has agreed to the conditions required of all settings who wish to receive Nursery Education Fund.

RECOMMENDATION

THAT the Partnership approves the inclusion of Down on the Farm in the Herefordshire Directory of Providers in order to receive Nursery Education Fund from September 2007.

