

Partnership Board Annual Meeting Cycle

The following items should be on every agenda:

- Declaration of pecuniary interests
- Centre Manager / Co-ordinator Report
- Feedback from Parents Forum and Practitioner Forum
- Report progress against Service Delivery Plan and consult on future provision
- Health & Safety
- Partnership Board training
- Partnership Board membership & forward planning to fill vacancies
- Centre visits from Partnership Board members

April meeting (Quarter 1)	July meeting (Quarter 2)
<p>PB agenda items:</p> <ul style="list-style-type: none"> • Discuss annual satisfaction survey • Discuss outcomes for children and families in areas covered by CL report and any revision to Service Delivery Plan • Review centre charging policy and consider potential other sources of income • Discuss budget allocation and proposed plan for next financial year <p>CM / CC report to focus on:</p> <ul style="list-style-type: none"> • Finance - previous financial year outturn, budget allocation and proposed plan • Annual satisfaction survey • Initial feedback from annual conversation / SEF • Confidence rating • Service delivery planning • Early Years childcare provision (full core offer) • Links to childminders / National Childminding Association • Every Child Matters focus – enjoy & achieve (e.g. links with early years settings, Early Years Foundation Stage, parenting support, stay & play provision, impact of services) 	<p>PB agenda items:</p> <ul style="list-style-type: none"> • Discuss any budget issues • Discuss Self Evaluation Form (SEF) and Quality and Performance Officer's assessment of centre performance • Discuss Partnership Board self evaluation • Discuss effectiveness of centre's safeguarding policy, procedures and partnerships and discuss any potential changes to service delivery plan as a result <p>CM / CC report to focus on:</p> <ul style="list-style-type: none"> • 3 year budget plan • Safeguarding • Effectiveness of services • Every Child Matters focus – be healthy & safe (e.g. child & family health provision, impact of services)
October meeting (Quarter 3)	January meeting (Quarter 4)
<p>PB agenda items:</p> <ul style="list-style-type: none"> • Elect Partnership Board chair • Plan meeting dates for the year • Review outcomes for children and families in areas covered by CL report and discuss potential changes to SEF/Service Delivery Plan (½ yearly review) as a result • Discuss any budget issues arising <p>CM / CC report to focus on:</p> <ul style="list-style-type: none"> • Reviewing partnerships • Review of training • Holiday activities • Review of Service Delivery Plan • Every Child Matters focus – wellbeing (e.g. links to Job Centre Plus and child poverty, adult & family learning, impact of services) 	<p>PB agenda items:</p> <ul style="list-style-type: none"> • Discuss spending against Service Delivery Plan • Review value for money and notional catchment area data • Review progress in areas covered by CL report • Discuss any potential changes required to Service Delivery Plan or budget • Quality Improvement Plan <p>CM / CC report to focus on:</p> <ul style="list-style-type: none"> • Range of services and assessment of these meeting needs of NCA • Communication and signposting strategy • Family Support Outreach Worker toolkit • Centre and outreach based provision • Reviewing practitioner & family forums • ECM focus – positive contribution (e.g. review consultation)