**Snarestone C of E (A) Primary School**

**Cygnets Pre-School Management Committee Terms of Reference**

**Purpose of Management Committee**

The Management Committee is in place to offer support, advice and challenge to the Pre-school. It will support partners to work together effectively to improve the health and wellbeing for all under 5’s and their families in the designated reach area and to support Cygnets to fulfil its core purpose.

The effectiveness of the Management Committee will depend on consistent representation and an integrated joint working approach from all stakeholders/ members who will share the responsibility for ensuring that Cygnets is effective, offers value for money and meets local need.

Cygnets Pre-school is a member of The Preschool Learning Alliance, is registered with Ofsted, and comes under the remit of Snarestone C of E (A) Primary School, and therefore Leicestershire County Council and the Diocese of Leicester.

**Safeguarding Requirements**

Safeguarding children has been and remains the paramount concern for everyone involved in Early Years care. Safeguarding policy and procedures are in place, followed and monitored to make sure that all Local Safeguarding Children Board (LSCB) local guidance andprocedures are followed. Staff undertake regular training to stay up-to-date.

**Roles and Responsibilities of the Cygnets Pre-school Management Committee**

* To support Cygnets in meeting the requirements of Leicestershire Local Authority.
* To agree development plans and monitor progress and challenge in terms of educational standards and numbers enrolled.
* To ensure that Cygnets Preschool remains financially solvent.
* To support and advise Cygnets Manager to identify priorities through effective consultation.
* To monitor progress and review impact through performance targets.
* To support the centre in meeting local needs and contribute to improving outcomes for children and their families.
* To review partnership working and its impact.
* To support Cygnets by contributing to self-evaluation, any Local Authority review, and being a part of the Ofsted inspection process.
* To promote strong links with the local community.

**Membership**

The Management Committee will be made up of

* The Vice Chair of Governors of Snarestone C of E (A) Primary School Governor (Chair of MC)
* The Settings Manager as is the Headteacher of Snarestone C of E (A) Primary School
* The Early Years Lead of Snarestone C of E (A) Primary School
* One other Governor of Snarestone C of E (A) Primary School
* One parent/community representative.

**Additional Attendees at Meetings**

* Pre-school Leader to attend all the meetings but will not have voting rights.
* School Business Manager to attend all the meetings and is responsible for overseeing finances but will not have voting rights.
* Members from other interested groups – such as parents of Cygnets pre-school, local authority, health services, local settings, community, faith groups are welcome to join the group as guest members, but would not having voting rights.

**Register of members**

A register of members of the Management Committee (and attending visitor’s/guest members) will be maintained under the governor pages of the website (snarestoneprimary.org).

**Meetings**

Meetings will take place a minimum of 4 times per year with extraordinary meetings to be called if necessary. Meetings will be arranged with a minimum of 7 days’ notice and an agenda and any relevant papers will be circulated prior to the meeting.

**Quorum**

80% of members must be present in order to be quorate with a range of group representation. If an urgent issue should arise the Chair may write to board members requesting a telephone or written response.

**Declaration of interest**

Where a conflict of interest is recorded, it is the responsibility of that board member to declare their interest and opt out of the recommendation process. This is relevant in cases such as:

* When the Management Committee is discussing the commissioning of specific services, such as childcare or parenting support, any member with an interest in providing that service (whether in the public, private or voluntary sector) needs to declare their interest and withdraw from the debate.
* Providers of commissioned services may become members of the Management Committee but must be aware of the rules regarding conflicts of interest.

**Terms of office**

Review membership of the board on an annual basis at the first meeting of the new academic year.

**Codes of conduct**

It is each member’s responsibility to offer their apologies in advance of the meeting when unable to attend.

A person cannot represent more than one agency at one time, nor have more than one role on the committee.

The Snarestone C of E (A) Primary School Governor Code of Conduct has been adopted for all members of this Management Committee.

**Minutes**

Other members of the Management Committee will minute the meeting and provide copies of the minutes to all members within 14 days of the meeting. The minutes will be made available to all members and to interested parties on request (including Snarestone C of E (A) Primary School Full Governing Body members).

**Decision making**

The Management Committee has an advice, support and challenge role. It provides a system for making recommendations to determine the services offered through the Cygnets Pre-school. Recommendations will be made by consensus and in the event of a recommendation not being agreed, the Chair will have a casting vote. Any decisions requiring monetary spend, involving staffing restructures or that otherwise fundamentally change the provision will be recommended by the Management Committee to the Full Governing Board of Snarestone C of E (A) Primary School.

**Confidentiality**

Any discussions during meetings remain confidential until the minutes are agreed and published. In certain circumstances minutes may need to remain confidential, and a copy kept as such. Where this is the case, it will be clearly minuted in the minutes of the meeting that this has happened.