

TERMS OF REFERENCE – MANAGER NETWORK MEETINGS

PURPOSE

To work in partnership with the managers of early years settings to establish an informal collaborative platform of discussion, to problem solve and share information and effective practice. The manager network meeting will take place in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the network.

The manager network meeting will maintain a professional standard of respect and courtesy and actively promote equality of access and opportunity for all attendees to benefit.

TERM

These terms of reference will run from 17/2/2022.

OBJECTIVES

- Understand the state of play across the early years settings on Wirral
- Create a support network of professionals to allow effective relevant professional discussion
- Identify issues and work together to support each other
- Share positive experiences and effective practice to support each other

CHARACTERISTICS

- Partnership: have a shared understanding of the purpose of the meetings
- Effective support: the business of the meeting is supported by Wirral LA in an efficient and professional manner
- Responsiveness: the members of the network should respond professionally to areas of discussion and practice and show no bias
- Responsibilities: maintaining at all times the purpose of the network meeting on the agreed scope, outcomes and benefits
- Confidentiality: The members of the network understand that the meeting is an opportunity to share, and anything shared should remain confidential where appropriate.
- Professionalism: Members of the network understand, value and respect the opinions of others.

MEETINGS

- All meetings will be chaired initially by Pip Lander (or in her absence a Quality Improvement & Training officer)
- Any decisions made will be by consensus
- Any meeting minutes will be provided by Pip Lander (or in her absence a Quality Improvement & Training officer)
- Meetings will be held termly for the duration of one hour
- Meeting dates will be agreed in the meeting
- Meetings will be held virtually initially via TEAMS
- Attendees will promote the network across the sector
- Meeting format: agenda topics to be agreed by attendees
small group discussions will be part of the meetings