

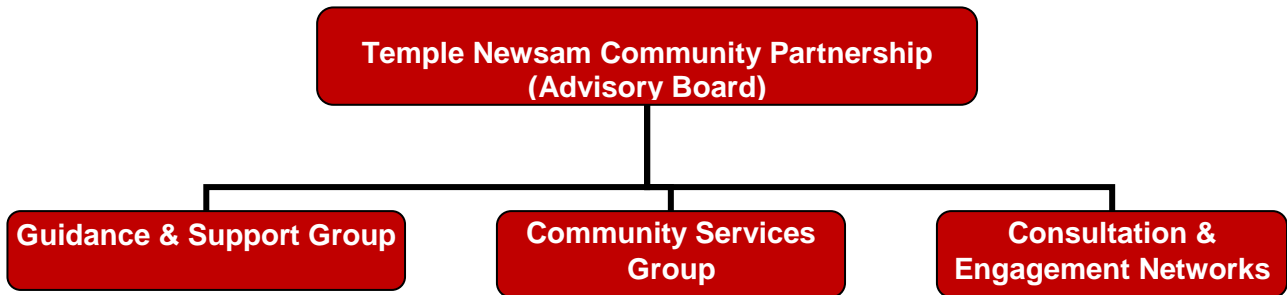


TNCP Terms of Reference 2019-20

Introduction

TNCP is committed to working in local communities to develop partnerships and co-ordinate services to improve outcomes for children, young people and families.

TNCP Structure



Terms of Reference

Temple Newsam Community Partnership

Membership:

Headteacher representatives	Leeds City Council (CSWS)	Local Authority Partner (MST)
Cluster Leader/Manager	Children's Centre Manager/Early Start Representative	Governor
Red Kite Learning Trust representative		

Priority Areas:

- Set and oversee the delivery of TNCP Action Plan and Children's Centre's Service Plans and deployment of resource based around these priorities
- Act as Advisory Board for Meadowfield and Templenewsam Colton Children's Centre, providing support and challenge for the development of services
- Lead communications and marketing development for all areas of TNCP and Cluster Team
- Respond to key national and local data when planning services
- Seek out external fundraising and development opportunities to ensure long term TNCP sustainability

Responsibilities & Delegated Powers:

- Final decisions regarding TNCP priorities, planning and service delivery
- Accountability for TNCP Extended Services Cluster, TNCP, AIP and Children's Centre budgets
- Accountability for the Children's Centre service level agreement with LCC
- Consider recommendations for new projects, initiatives and development opportunities
- Provide a forum for responding to East AIP/AIP priorities and decisions
- Delegate the co-ordination and delivery of front-line services to operational groups: Guidance and Support, and Community Services
- Challenge, support and monitor the Children's Centre's progress in achieving its key targets, using the Centre's service plan, quarterly performance data and SEF
- Ensure that the safeguarding of all children is paramount
- Actively participate in Ofsted inspections

Agenda setting and protocol:

- All members of the group can contribute to setting the meeting Agenda. This will be negotiated with the Chair. The Chair will prioritise based on knowledge of current priorities and length of Agenda.

Frequency of meeting:

- Termly

Reporting:

- Red Kite Learning Trust Representative to report back via relevant RKL structure 4 times a year
- Chair of TNCP to report back to all TNCP Heads and Red Kite CEO
- All TNCP Heads to report to local governing bodies
- The report will be 1 page brief summary of cluster/children's centre workstream

Chair

- Karen Patel – Cluster Chair and Templenewsam Halton Primary Head

Vice Chair

- Lisa Oxley – Targeted Services Leader

Guidance and Support

Membership:

TNCP Cluster Team	Safer Schools Officers	Children's Centres//Early Start Representative
Leeds United Foundation	Barca YIP	Representatives from schools across TNCP (referrers)
Leeds City Council EP service	Children's Social Work Service	

Priority Areas:

- Local delivery of Targeted Services, Early Help and Families First priorities
- Provide a holistic family support, therapeutic support and inclusion support service in the 9 schools of TNCP
- Improve Attendance, Attainment and Behaviour, and reduce Exclusions
- Improve the Social, Emotional and Mental Health of children and families via the CCG project
- Reduction of NEET young people
- Provide consultation, support, supervision and training for TNCP schools and partners as and when required
- Lead on CLA project on behalf of the LA Virtual School with a particular focus on sharing best practice and volunteer learning support for CLA in school
- To challenge and review the provision of services for 0-19's in the local area

Responsibilities & Delegated Powers:

- Deliver front-line services in response to priority areas and needs
- Informing TNCP of emerging areas of need
- Recommendations and support for Early Help
- Signpost to/ link with key partners to provide appropriate support for children and families
- Meeting the requirement of GDPR

Agenda Setting:

- All members of the group can contribute to setting the meeting Agenda. This will be negotiated with the Chair. The Chair will prioritise based on knowledge of current priorities and length of Agenda.

Frequency:

- Monthly

Reporting:

- To TNCP Advisory Board

Chair:

- Lisa Oxley – Targeted Services Leader

Vice Chair:

- Gemma Sargeant – Cluster Leader

Community Services:

Membership:

TNCP Cluster Team Reps	Youth Service	Housing
YMCA	Children's Centres//Early Start Representative	Schools

Temple Newsam House	Local Councillor(s)	East Leeds FM
DJ School UK	Youth Association	Sport Works
IVE	Carers Leeds	Leeds United Foundation
Homestart	Leeds City Council - Sport and Active Lifestyles Team, Libraries	Other community partners as relevant to the agenda or priorities

Priority Areas:

- Raise additional funds and develop a charging policy to sustain the delivery of universal activity programmes
- Co-ordination and development of TNCP Community Volunteer Programme
- Improved links with community partners to facilitate the development of local quality services
- Consultation and engagement of the local community to ensure voice and influence in decision making
- Themed consultation to be undertaken termly
- Respond to funding or project opportunities.
- Monitoring and evaluation of all universal services
- To challenge and review the provision of local community services for 0-19's in the local area

Responsibilities & Delegated Powers:

- Deliver front-line universal community services in response to priority areas and community demand
- Informing TNCP of emerging areas of needs
- Undertaking community based consultation and engagement to influence action planning
- Involve children and young people in the process of deciding key priority areas
- Fundraising

Agenda Setting:

- All members of the group can contribute to setting the meeting Agenda. This will be negotiated with the Chair. The Chair will prioritise based on knowledge of current priorities, length of Agenda etc

Frequency:

- Termly

Reporting:

- To TNCP Advisory Board

Chair:

- Rachel Stockdill – Cluster Community Worker

Vice Chair:

- Gemma Sargeant – Cluster Leader

Meadowfield, Templenewsam and Colton Children's Centre Community Engagement networks:

Membership:

Parent/carers (with a focus on those with a child under 5 from the local community)	Children's Centre Team members//Early Start Representative	TNCP Cluster Team Rep
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Purpose:

- To represent the needs of the local community
- Themed consultation to be undertaken termly
- To provide support and challenge to the children's centre staff team
- To help develop the children's centre services and review the on-going self-assessment
- To hold the children's centre to account and help staff make key decisions
- To have a critical overview of how the centre safeguards children
- To help review the centre's policies and procedures
- To ensure TNCP (Advisory Board) includes robust challenge and support from parents and carers

Responsibilities & Delegated Powers:

- To challenge and review the provision of services for 0-5's in the local area and report to TNCP
- Ensure effective consultation with stakeholders
- Challenge and support for the centre's financial management
- Review of the centre's policies and procedures

- Share new ideas
- Celebrate positives and discuss concerns and issues

Agenda setting:

- All members of the group can contribute to the meeting agenda and quality discussion

Frequency:

- Weekly/ regularly via social media and electronic networks
- Feedback to TNCP on a termly basis

Reporting:

- To TNCP Advisory Board

Children and Young People: TNCP School Council and Junior Leaders:

Representatives from School Council's across TNCP schools will be consulted or brought together when/ how appropriate:

This may involve a combination of meetings and electronic opportunities.

Responsibilities & Delegated Powers:

- Provide local knowledge of needs
- Undertake operational responsibility for projects linked to out of school activities
- Communicate with children, young people and the wider community
- Consultation opportunities to ensure voice and influence to inform action planning and decision making
- Themed consultation to be undertaken termly

Agenda setting:

- All members of the group can contribute to the meeting agenda and quality discussion

Frequency:

- To be agreed, proposal to be termly in advance of TNCP meetings

Reporting:

- To TNCP Advisory Board

Chair:

- Young person

Vice Chair:

- Young person