

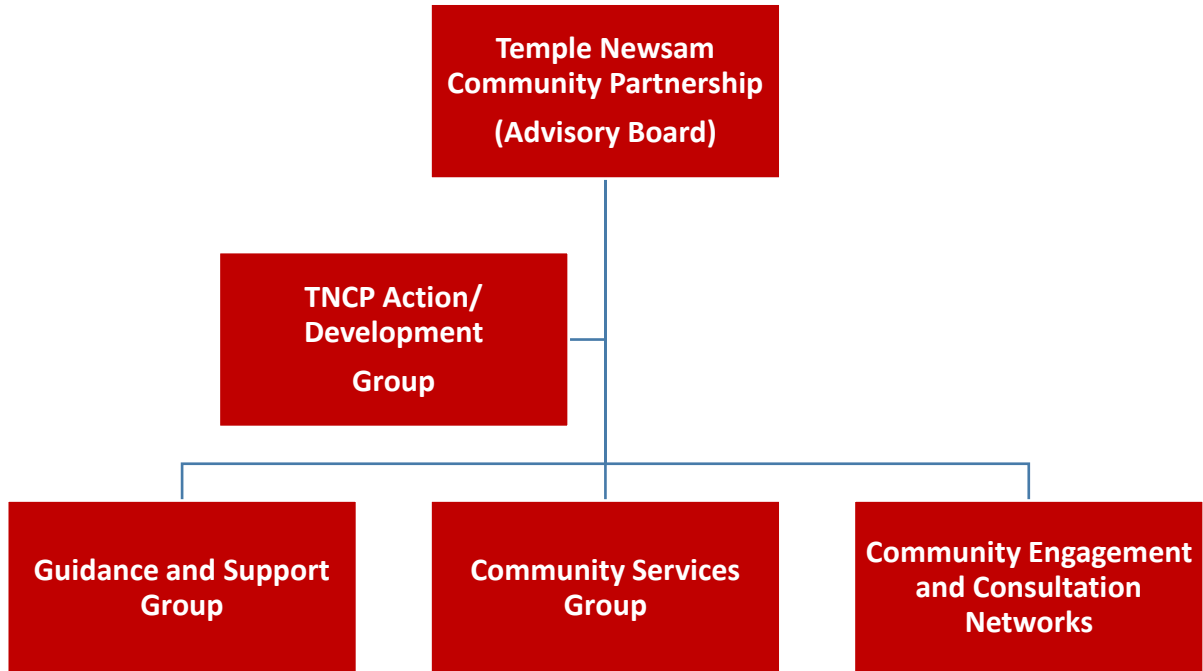


**TNCP Terms of Reference 2021 to 2022**

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 – Advisory Board**

Membership:

Headteacher representatives (Reps from primary, high schools and catholic school in our partnership)	Leeds City Council (Children's Social Work Service)	TNCP Cluster Leader/ Manager
Red Kite Learning Trust (representative from core development team)	Children's Centre Manager/ Early Start Representative	Parent/ Carer/ Governor
	Voluntary Sector Partner - Mental Health (North Point)	

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 Temple Newsam 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 and 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 RKLTL 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 a brief summary of cluster/children’s centre work streams

Chair

- Caroline Johnson: Headteacher: Colton Primary School

Vice Chair

- Lisa Oxley: Cluster Targeted Services Leader/ Gemma Sargeant: Cluster Leader in Lisa’s absence

**TNCP Action and Development Group**

Membership

TNCP Cluster Team	TNCP Cluster Chair	Headteachers
Red Kite CEO	Red Kite Finance Director	

Priority Areas:

- To ensure a long-term plan and budget that delivers TNCP Cluster sustainability
- To lead on opportunities and developments with the Harrogate RK schools
- To consider other potential opportunities for the continued development and sustainability of Cluster Team services
- To support TNCP cluster team when challenges arise that require RK CEO leadership to move forwards
- To consider long term financial considerations of the needs of our communities in Leeds and Harrogate

Responsibilities and Delegated Powers:

- To provide a direct link and accountability to RK Trustees
- To respond to the social, emotional, and behavioural needs of our communities in both Leeds and Harrogate

- To meet demand for support services in both Leeds and Harrogate

Agenda setting and protocol:

- To be agreed at the start of each meeting and in response to the previous agenda/ meeting actions

Frequency of meeting:

- Monthly/ 6 weekly as necessary

Reporting:

- Chair of TNCP Cluster to report to TNCP Advisory Board
- Red Kite CEO/Finance Director to report to RK Trustees

Chair

- Richard Sheriff

**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 8 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 and embedding best practice
- To challenge and review the provision of services for 0-19's in the local area

Responsibilities and 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
- Meet the requirements 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 – Cluster Targeted Services Leader/ Helen Kerr – TSL MAT Cover

Vice Chair:

- Gemma Sargeant – Cluster Leader

**Community Services:**

Membership:

TNCP Cluster Team Reps	Youth Service	Housing (LCC Housing and Clarion Housing)
YMCA	Children's Centres/ Early Start Representative	Schools
Temple Newsam House	Local Councillor(s)	East Leeds FM
Community Group: (We Are Halton)	Youth Association	LCC Employment and Skills
Community Group: (Friends of Temple Newsam)	Carers Leeds	Leeds United Foundation
West Yorkshire Police	Faith Sector Partners: (St Wilfrid's, Halton and St Phillips, Osmondthorpe)	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 and 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 and Templenewsam 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
---	--	-----------------------

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 and 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:

- Half termly meetings/ 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/ however appropriate:

This may involve a combination of meetings and/ or electronic/ virtual opportunities. Virtual opportunities will be predominant during the COVID-19 pandemic.

Responsibilities and 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:

- Meetings termly in advance of TNCP meetings/ in addition to regular virtual activity

Reporting:

- To TNCP Advisory Board

Chair:

- Child/ young person from TNCP schools

Vice Chair:

- Child/ young person from TNCP schools