

Peterborough School Readiness Project Board

At a meeting of the School Readiness Steering Group held on 29th November 2017 a proposal was unanimously accepted to formalise the group into a Project Board with defined aims, a standing membership and agreed terms of reference.

The name, aims, standing membership and terms of reference are detailed below and will be effective from the date of the first meeting held in 2018 and reviewed annually thereafter.

1. Name

1.1 The name of the group shall be the “Peterborough School Readiness Project Board”.

2. Aims

The aims of the group shall be:

- a) To communicate to parents/carers, children’s centres, pre-school settings, schools and other partners regarding good practice in preparing children well for the next stage in their educational journey and helping parents/carers to develop their own skills and expertise to support their children;
- b) To help to improve children’s skills, knowledge, understanding, attitudes and learning behaviours so that they are able to fully participate in the Early Years Foundation Stage curriculum, and other learning opportunities, on entry into preschool and school;
- c) To help to improve outcomes at the end of the Early Years Foundation Stage so that more children begin Key Stage 1 having achieved a Good Level of Development, and the gap to the national average is closed.

3. Standing Membership:

Standing members of the group shall be as follows (in no order of hierarchy):

Assistant Director (Education) PCC

1 representative from Peterborough City Council – the Lead Cabinet Member for Education, Skills and the University

4 representatives from primary schools

2 representatives from LA maintained nursery schools or centres

2 representatives from PVI pre-school settings, including 1 childminder if possible

2 representatives from Children’s Centres

1 representative from City College, Peterborough

1 representative from the Education Services Management Team

1 representative from the PCC School Standards and Effectiveness Team

1 representative from the PCC Early Years Quality and Sufficiency Team

2 representatives from the NHS

1 representative from Vivacity

2 representatives from Housing Associations

1 representative from the Peterborough Chamber of Commerce

Each person nominated above shall, if unable to attend a meeting, nominate a substitute to attend in their place.

Other such members shall be invited to attend on an ad hoc basis dependent upon the agenda for the meeting.

3. Terms of Reference:

- 3.1 The Board shall meet regularly (at least half termly) at a time convenient to members and agreed by the chair;
- 3.2 There shall be additional meetings of such working groups as the Project Board approves, to be organised and actioned by members of such working groups, with reports back to the Project Board as appropriate.
- 3.3 Board members shall represent the views and expertise of a wide variety of education settings;
- 3.4 The Board and its partners shall work to develop high quality materials for dissemination to wider partners as exemplar;
- 3.5 The Board shall undertake data reviews to monitor progress in achieving its stated aims;
- 3.6 The Board shall report to elected members, senior LA officers, school and pre-school settings and wider partners on a regular basis, through the Chair and other members as appropriate;
- 3.7 The Board shall work in partnership with neighbouring LAs where it is considered that this will be beneficial;
- 3.8 Board members shall receive an agenda for each meeting, and associated papers, at least 72 hours in advance of each meeting;
- 3.9 Board members shall receive notes and action points following each meeting within 7 working days of each meeting;
- 3.10 Board Members shall elect a Chair of the Board at the first meeting of each calendar year;
- 3.11 Board members shall elect a Vice Chair of the Board at the first meeting of each calendar year.