

**Agenda**  
**Early Years Providers Forum**  
**Thursday 23 May 2024, 10.00am-12.00pm**  
**Shire Hall, Chalford Room**

	<b>Agenda Item</b>	<b>Comments / Notes</b>	<b>Action</b>
1.	<b>Welcome and Apologies</b>	<p><b>Welcome:</b> From the left: Jo Roselli, Samantha Fisher, Margaret Hewis, Sarah Hylton, Sally Woodhouse, Vicki Richardson, Sarah Penston, Amanda Horniman (Outgoing Chair), Roz Nelson (Outgoing Vice-Chair), Lynne Adamson (Incoming Chair), Kelly Hughes (Incoming Vice-Chair), Kayleigh Hoskins, Sophie Thorne, Carol Mercier, Jane Shotbolt, Sarah Spencer</p> <p><b>Apologies:</b> Megan Harper, Lisa Taylor</p> <p><b>Non-Attendees:</b> Amy Stevens, Nikki Teague</p> <p><b>Invitee:</b> Dave Jones (GSCP)</p> <p><b>Minutes:</b> Bernie Fishpool</p>	
2.	<b>Minutes of Last Meeting</b> <b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>• Meeting started at 10:10</li> <li>• No conflict of interest.</li> <li>• Meeting closed 11:54</li> </ul>	
3.	<b>Matters Arising from Previous Minutes</b>	<ul style="list-style-type: none"> <li>• Question about first aid reimbursement – SH/JS confirmed that this had moved back to commissioning and the process had been changed to simplify it. It now involves settings contacting a prescribed list of training providers. Details are on the website.</li> <li>• Request for a monthly email to be sent to SENCOs by the SEN team with links to My Plans etc. SH confirmed that Comms are looking to Update the website.</li> </ul>	EY team to resend instructions for First Aid reimbursement in next bulletin

4.	<b>EYs S3 Safeguarding Declaration Process –</b> Dave Jones GSCP	<ul style="list-style-type: none"> <li>• DJ led a session regarding Safeguarding Audits and the process of moving to a new Safeguarding Declaration rather than auditing process.</li> <li>• The changes have been made because Section 11 and KCSIE processes didn't seem to fit for Early Years settings, so a new process has been set up and new guidance produced that contains two appendices with questions to focus thoughts. Appendix 1 contains Childminder questions, Appendix 2 contains questions for Day Care settings. The rationale for the new process is that it will help settings to use this as evidence as part of their inspection.</li> <li>• Settings should not be afraid to use the RAG (Red Amber Green) flagging system in full, as it will help settings manage the process.</li> <li>• SS asked whether the new guidance took into account the April guidance and DJ said he thought it probably did not, and asked how much change there was to Section 3.</li> <li>• He stressed that the declaration should be a collaborative process and that the new way of managing the declaration was that it would be a live document which could be updated and revisited.</li> <li>• When asked how often, the response was weekly, or daily if needed.</li> <li>• The new website to manage the online declaration process has been built and once fully live, settings will be expected to register to complete the process.</li> <li>• The online form contains a series of check boxes (this part can also be done on a mobile phone) and some free text boxes which would probably need to be completed on a laptop or PC. He stressed that the free text should be "a reminder to yourself" about actions that need to be taken.</li> <li>• A decision was made that the links would be sent early to Forum Members who could go and register, and take some time to work with the system providing any relevant feedback as necessary. This should take place by 14 June.</li> <li>• Compliance tests will not take place until January 2025. This will be a random selection, plus any settings that have been highlighted as demonstrating both best practice and practice that needs improvement.</li> </ul>	
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5.	<b>Presentation from Margaret Hewit</b>	<ul style="list-style-type: none"> <li>Margaret took the Forum members on a tour of the Early Birds Playgroup setting.</li> </ul> <p>Key points of interest:</p> <ul style="list-style-type: none"> <li>The setting has spent more than months moving away from plastic to almost everything being made from natural materials.</li> <li>There are no toys in the traditional sense.</li> <li>Displays are created by seasons not topics.</li> <li>There has been significant work on invitations and provocations.</li> </ul>	
6.	<b>Update on childcare reforms -</b> Sarah Hylton	<ul style="list-style-type: none"> <li>SH spoke briefly about the EY expansion and the Wraparound offer and said that she had recruited a Wraparound Lead and Business Officer to support this initiative. As yet, no money has been received from the DFE, only capital funding, but with a General Election announced yesterday this is slightly less set in stone than originally thought. Once the EOI for capital funding have been received, they will go through a panel process to allocate.</li> </ul>	
7.	<b>Update on DBV Enhanced Inclusion Offer</b>	<ul style="list-style-type: none"> <li>JS updated members about the DBV (Delivering Better Value) initiative. 30 settings were invited to be part of this initiative. 6 declined so more were invited and the number has now settled at 28. The initiative has funding attached and includes a training offer (currently in development) with a view to achieving the Dingley's Promise kite mark. In addition, settings will be taking an embedded Total Communications approach, and the whole programme is designed to be focussed on staff in settings rather than the managers.</li> <li>All activity is being supported by Advisers.</li> </ul>	
8.	<b>Review of forum membership –</b> Chair and all	<ul style="list-style-type: none"> <li>Brief discussion about reimbursement for attending forum meetings. JS to discuss reimbursement processes with GW to simplify it and avoid the need for raising Purchase Orders and Formal Invoices.</li> </ul>	
9.	<b>Electing a new EY forum Chair and Vice Chair –</b> sad farewell to Roz and Amanda	<ul style="list-style-type: none"> <li>Amanda (Chair) and Roz (Vice-Chair) are standing down and a vote was taken to select a new Chair and Vice-Chair.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Lynne Adamson becomes Chair. Proposed, seconded and following a unanimous vote.</li> <li>• Kelly Hughes becomes Vice-Chair. Proposed, seconded and following a unanimous vote.</li> <li>• SH formally thanked Amanda and Roz for all their hard work and expressed her appreciation for their service and presented both with a bouquet.</li> <li>• Roz thanked SH for all her support and for championing Early Years in other forms and contexts.</li> </ul>	
<b>10.</b>	<b>Items to take to Schools Forum</b>	<ul style="list-style-type: none"> <li>• There are currently no items to take to the Schools Forum, but the new Forum Chair and Vice-Chair will be attending the meeting.</li> <li>• However, Amanda will notify the Schools Forum of the election of a new Chair and Vice-Chair.</li> </ul>	
<b>11.</b>	<b>Agenda items for next Early Years Provider Forum</b>	<ul style="list-style-type: none"> <li>• Suggested agenda item for next meeting: EOIs for new Forum members</li> </ul>	
<b>12.</b>	<b>Any Other Business:</b>	<ul style="list-style-type: none"> <li>• Chair asked who would like to present on their setting for the next meeting. Sally Woodhouse volunteered.</li> <li>• Samantha Fisher requested that paperwork funding be sent earlier, although she wasn't suggesting that the portal should be opened earlier. SS to take forward.</li> <li>• SS reminded forum members about the remaining Expanded Entitlement events and those in the forum who had already attended gave good feedback.</li> <li>• SS also said that there would be monthly Business network meetings delivered online via Teams. She stated that the had the Childminder network meeting dates and JS also mentioned the Leadership and Management sessions, to avoid meeting clashes.</li> <li>• SS said that there will now be a business bulletin on a Tuesday called "Business News Tuesdays".</li> </ul>	
<b>13.</b>	<b>Date/Venue of Next Meetings:</b>	<ul style="list-style-type: none"> <li>• Thursday 19 September 2024 – 10am – 12noon.</li> <li>• Chalford Room, Shire Hall</li> </ul>	

## Forum members (post May 2024).

Amy Stevens	Tuffley Gloucester	
Sarah Penston	Hospital Gloucester	
Carole Mercier	Cirencester	
Sally Woodhouse	Childminder Cirencester	
Jo Rosselli	Stroud	
Kelly Hughes	Dursley	littleexplorersdursley@googlemail.com
Lisa Taylor	Stroud	
Vicki Richardson	Stonehouse	
Nikki Teague	Cheltenham	
Lynne Adamson	Cheltenham	
Samantha Fisher	Cheltenham	
Kayleigh Hoskins	Coalway FOD	
Margaret Hewis	Newnham FOD	
Sophie Thorne	Yorkley FOD	

People interested in Forum;

Mollie Dodds, Berkhamstead Day Nursery