

TERMS OF REFERENCE

SUPPORTING ON-CAMPUS CHILDCARE (SOC) GROUP

Purpose:

To support the Nursery to provide effective and sustainable childcare provision within the University that considers equitably the needs and wellbeing of all members of the Westwood community (children, parents and carers and our staff).

Responsibilities:

The SOC Group (the “Group”) aims to:

- Promote close co-operation and timely communication between parents and carers, the Students Union, and Nursery staff on relevant childcare issues and to enable effective and sustainable delivery of childcare services.
- Provide a forum for parents and carers, and the Student Union, to bring forward ideas and initiatives to support the children and wider Westwood Nursery community.
- Facilitate conversation on the performance of the Westwood Nursery and on ideas and suggestions for improvement, including learning from national and other standards and from how other nurseries operate.
- Provide a means for consult parents and carers and the Student Union on local and national policy applicable to the setting.
- Identify and provide opportunities for parents and carers to engage in activities that support and improve the childcare experience at Westwood Nursery. This could include opportunities for volunteering, fund-raising, or participating in nursery activities to support the education, wellbeing and development of the children in our care.
- Identify any areas of concern* or risks and consider how these are best managed and mitigated.
- Engage with other relevant parent and carer groups to facilitate the wider discussion of relevant issues and provision of practical support for all members of the University Community who are parents or who have caring responsibilities for children.

Constitution / Membership:

The membership of the Group shall consist of the following:

- Deputy Director of Human Resources (Chair)
- Nursery Manager
- Nursery Services Manager
- Member of the Westwood Nursery staff (where this is possible within the ratios)
- 3 x elected parent representatives (if representatives will be drawn from across each of the three rooms)
- Advice and Community Manager (Students Union)
- Student Union Community Officer

The Group may co-opt additional members where required. The Nursery Administrator will normally attend as a note-taker.

Working Arrangements:

Meetings - The group will meet quarterly. Additional meetings may be called as necessary with the agreement of the Chair and group members.

Agenda - The agenda to be circulated 4 working days before any meeting. Responsibility for circulating the agenda shall lie with the Nursery.

Notes - Notes of each meeting shall be circulated in draft form within 3 weeks of any meeting for final agreement at the next meeting.

Quorum - A quorum of any meeting will consist of the Chair (or deputy) plus two members including at least one parent representative and the Childcare Services Manager (or deputy).

* - it is noted that parents should always raise issues first, without delay and directly with a member of Nursery staff so that they can be managed as soon as possible

These ToR were last reviewed and agreed November 2023. They are due for review by November 2024.