



Nursery Open Forum / Staff and Parent Group terms of reference

Purpose

The ***Nursery Open Forum*** aims to provide an environment for all parents/carers to be able to put forward their views to the Head of Loughborough Campus Nursery (the Nursery) and the Senior Management of Loughborough Students' Union (LSU).

Scope

The aim is to provide the opportunity to the broadest base of parents/carers of children in the Nursery to allow them to help influence decisions made about the Nursery through: providing feedback on services, offering constructive challenge to current and planned practices and inputting into decision making and planning for future provision.

Meetings

Nursery Open Forum meetings will be held twice a year, once in autumn after the annual intake and once in spring after Easter.

To best facilitate the widest spectrum of parent/carer involvement and recognising the many and varied childcare responsibilities across the Nursery's diverse client base; one such meeting will occur during the regular opening hours of the Nursery and one after the Nursery has closed at the end of the day.

Parents/carers will be notified of these dates at the start of every new academic year or upon joining the Nursery.

The Head of the Nursery will at each of these meetings report on the broad progress of the Nursery over the previous 6 months and Senior Managers of the Students' Union will attend, both will take questions from the floor and facilitate debate between parents/carers.

Membership

The ***Parent Open Forum*** has no fixed membership and is open to all parents/carers of children attending the Nursery.

***Nursery Staff and Parent Group* terms of reference**

Purpose

Through the provision of Loughborough Campus Nursery (the Nursery) Loughborough Students' Union (LSU) recognise that parents/carers play a vital role in their child's upbringing and that parents/carers possess significant skills and expertise that they are often willing to contribute towards improving the environment in which their child is being educated and cared for.

The ***Staff and Parent Group*** aims to create the opportunity for parent/carers to become actively involved in the activities of the Nursery, working in partnership with the professional staff to enhance the provision for the children. The Forum provides an additional opportunity for parents to feed back to the Nursery Management Team on the performance of the setting.

Scope

The Trustee Board of Loughborough Students' Union remains the decision making body of the Nursery whilst the ***Staff and Parent Group*** has a consultative and advisory role. The following is a non-exhaustive list of matters which should be addressed by the committee:

1. Develop and engage in activities which support the education and experience of the children.
2. Review systems of communication with parents/carers and recommend development of strategies and systems to improve practice.
3. Review Policies, procedures and protocols, where not governed by LSU's Board of Trustees or any legislative body.
4. Assist in identifying priorities for the Nursery's short, medium and long term improvement.

Meetings will be minuted and made available to all parents.

Meetings

Staff and Parent Group meetings will be held twice a year, at the beginning of the academic year and the beginning of the new year.

Meetings will be held at Loughborough Students' Union where possible in the middle of the working day as to best suit working parents/carers.

Membership

Ideally the members shall number no more than 12 and no less than 8. The membership should broadly represent the major constituents of the Nursery in thirds: student parents/carers, University Staff parents/carers and community parents/carers.

A member of Loughborough University HR team will be invited to attend the meeting to be actively aware of the nursery activities.

Additional parents/carers with specialist skills maybe recruited to subgroups to assist with projects.