

Nottingham City Early Years Schools Forum Sub-Group - Terms of Reference 2025/26

Purpose

- The Nottingham City Early Years Schools Forum Sub-Group is established to provide a representative view of all early years providers across the city and is the formal body for all Nottingham City Council consultations in relation to early years.
- The group acts as a forum for dialogue, collaboration and feedback between Early Years providers, the Local Authority (LA) and Schools Forum.

Objectives

The objectives of the Sub-Group are to:

- Advise on key issues, challenges and opportunities related to early years and childcare provision
- Ensure provider views are considered in decision-making
- Support the co-design and co-delivery of solutions
- Promote transparency and accountability

Scope

The Early Years Schools Forum Sub-Group will:

- Review and provide feedback on proposals, plans and reports
- Identify emerging issues and recommend actions
- Facilitate communication between early years and childcare providers, the Early Years Team and the LA
- Provide regular briefing papers on current early years issues to the LA's Full Schools Forum Meetings and to Better Start and the Children and Young People's Scrutiny Committee as requested or appropriate

Membership

The Early Years Schools Forum Sub-Group will have a membership based on the following principles:

- The group will consist of approximately 15 members, comprised of 12 sector representatives and 3 LA staff members. The sector representatives sought will represent Day Nurseries & Pre-Schools (4 members), Childminders (4 members) and independent, school and academy-based provision (4 members)
- Membership is for a named representative, rather than a named early years provision. The same named representative is expected to attend Sub-Group Meetings
- Membership is voluntary and via an Expression of Interest Form. If a high volume of Expression of Interest Forms is received, members will be selected based on their sector representation and information provided on the Expression of Interest Form
- Members will be able to attend the Sub-Group for a maximum of 3 years
- The Early Years Team will actively seek membership from specific sectors where representation is needed and will aim to ensure full representation and Sub-Group membership numbers across the year

Roles and Responsibilities

- The meetings will be chaired by a member of the Early Years Team who will facilitate the meetings, ensure inclusive participation and agenda objectives
- Administrative support is provided by the Early Years Team for circulating agendas and minutes and coordinating meetings and payments
- The Early Years Team will share the minutes of Early Years Schools Forum Sub-Group Meetings on the Early Years Website, after they have been agreed at the subsequent meeting as a true and accurate record. This will be the primary method of feedback from the Sub-Group to the sector
- The Sub-Group will elect 2 representatives from its Private, Voluntary and Independent Sector members to represent the Sub-Group at the main LA's School Forum Meetings. The dates of which can be found [here](#). Nottingham City Schools Forum is where LA funding decisions are made regarding the Dedicated Schools Grant (DSG), including the Early Years funding block. The Nottingham City Schools Forum constitution states that the Forum must appoint non-school members comprising at least one Private, Voluntary and Independent Early Years Provider representative.

Nottingham City

Early Years Schools Forum Sub-Group



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- Members will work towards the objectives, and within the scope, stated above
- Members will engage with citywide processes, helping to shape policy and practice, contributing towards achieving the LA's priority for providing quality services; and contribute to the LA's targets and priorities as set out in its Strategic Plans
- In signing the Terms of Reference, members are agreeing to the detail of this document and are committing to attend the meetings listed

Meetings

- There will be 4 meetings a year which will take place termly, with 2 meetings in the Autumn Term
- Meetings will be a mixture of face to face and online and offered at different times and days to allow representatives the opportunity to attend the meetings
- Agendas and papers will be circulated at least 5 working days in advance of the meeting
- Core agenda items will include the Statutory EYFS Framework, Provider Agreement, Impact of the Early Years Entitlements, DfE Updates, SEND and a termly focus on the funding formula and base rates, data and EYFSP and sufficiency
- Meeting attendance will be remunerated at £75 for face-to-face meeting and £50 for online meetings, payable to the provision the named representative is attending from, after each meeting has taken place
- Members not able to attend 3 consecutive meetings will be removed from Sub-Group to allow another representative to attend
- Meetings are aimed to held prior to Schools Forum Meetings to ensure that representatives can share feedback from the Early Years Sub-Group
- An extraordinary meeting will be called in addition to the meetings listed below if needed and every effort should be made to attend such a meeting and occasionally email feedback may be required from members.

The provisional meetings for the 2025-26 academic year are:

Date	Time	Venue / Format
Tuesday 16 th September 2025	1pm – 3pm	Face to Face at Loxley House
Friday 21 st November 2025	10am – 12pm	Face to Face at Loxley House
Monday 9 th March 2026	6pm – 8pm	Online
Thursday 14 th May 2026	10am - 12pm	Face to Face at Loxley House

Dates for meetings will be agreed prior to the start of each academic year and shared with members.

Decision-Making

The Early Years Schools Forum Sub-Group is advisory and does not have decision-making authority. Recommendations will be made by consensus where possible.

Confidentiality and Conduct

Members are expected to respect confidentiality and declare any conflicts of interest and all members must promote respectful and inclusive dialogue.

Review

These Terms of Reference will be reviewed annually or as needed.

*Early Years Team
Summer 2025
To be reviewed Summer 2026*