



Shofar Daycare Management Committee

Terms of Reference

Date agreed	2nd December 2016
Review Date	December 2017

Ethos of the Shofar Daycare Nursery.

The North Western Reform (Alyth) Synagogue and Finchley Reform Synagogue are the sponsoring synagogues alongside the Movement for Reform Judaism and Leo Baeck College providing Child Care for infants and young children (the Shofar Daycare Nursery) at the Sternberg Centre for Judaism. SHOFAR is itself an acronym for

S Sternberg Centre
Ho Home for
F FRS and
A Alyth
R Reform Jewish Life

The Shofar Daycare Nursery is part of the Reform Jewish Community. Parents can be confident that the nursery will be part of their family's life long relationship with their Reform Synagogue. For the young child there will be a synergy between the Shofar Daycare Nursery; their home and their Synagogue.

The Shofar Daycare Nursery is an intrinsic part of the Synagogues' early years provision and is available for those who want more hours than Finchley and Alyth kindergartens provide. Shofar will work alongside Finchley and Alyth's respective kindergartens offering the same religious ethos and flexibility for changing family circumstances.

The Shofar Daycare Nursery will operate under the 3 C's – care, compassion and cooperation. It will work to the highest levels of professionalism by its staff, partnered with the warmth of the Jewish community and to the importance of rearing children that Judaism requires.

The Nursery will work to the values of the importance of the child's needs and their development; partnering parents and carers in the Care and development of the child. Communication, using different media, will be open, transparent and inspire trust.

Functions

The committee will consider all matters relating to the Day Care Nursery including the following: Ethos of nursery, curriculum, teaching and learning, staffing, co-ordination with other users of the building, safeguarding and other policies, resources for learning, financial management, including working within the budget. Any financial decision that requires approval will be made in accordance with budgets set by the finance group and treasurer of the Trustees.

Primary roles include the following:

Primary Roles	Typical Inputs
Understand the nursery <ul style="list-style-type: none">§ Pupil attainment and progress§ Pupil behaviour, attendance and safety and safeguarding and child protection.§ Teaching quality and staff development	<ul style="list-style-type: none">§ Performance data§ Ofsted reports§ Self-evaluation§ Management committee members visits§ Policies
Set the school's strategic vision <ul style="list-style-type: none">§ Ethos§ Core values§ Overall aims and objectives	<ul style="list-style-type: none">§ Jewish ethos and values§ FRS and Alyth aspirations§ National standards§ Parent voice§ Pupil voice

<p>Commission action</p> <ul style="list-style-type: none"> § Agree improvement targets and strategies § Agree allocation of resources § Agree how to monitor and review progress 	<ul style="list-style-type: none"> § Development plans § Budget data
<p>Performance manage the school's leaders</p> <ul style="list-style-type: none"> § Appoint Director and support their leadership § Hold Daycare nursery leaders to account for progress – against its own development plan § Ensure financial probity and efficiency 	<ul style="list-style-type: none"> § Performance data § Financial data § Management committee members visits § Development Plan § Self-evaluation § Review and Development reports § Performance Management and Staff Appraisal
<p>Ensure the Day Care nursery is fit for purpose</p> <ul style="list-style-type: none"> § Clarify role and purpose § Review constitution and ways of working § Make sure members of the management committee have the necessary skills and training § Hearing appeals against decisions of the Daycare § Compliance with statutory requirements, e.g. health and safety regulations, safeguarding requirements 	<ul style="list-style-type: none"> § Policies § Ofsted criteria § Self-evaluation § Performance management and staff appraisal

Membership and Chairing

Unless otherwise specified this committee will consist of a maximum of [10] members.

- The Chair person being a representative of the Board of Trustees,
- an appointed member of clergy from both of the two sponsoring synagogues,
- Head teacher,
- One Deputy Head teacher
- One elected staff member,(chosen by the staff team)
- Two parent representatives who are members of any synagogue affiliated to the MRJ. These would be elected by the parent body.
- One representative from each of the sponsoring synagogues. These members cannot have a child currently attending Shofar. Synagogue representatives will be chosen by their communities.

In addition there will also be a place for any co-opted committee member whose expertise is useful to the business of the Shofar Daycare Nursery. In the absence of the chair person at a meeting the committee will elect any member to act as chairperson for that meeting. The management committees may invite non-members in an advisory capacity to attend meetings where appropriate.

Voting and Quorum

Should it be necessary to vote at a meeting, only members of the management committee, in attendance can vote. The committee quorum is five members.

The management committee will meet at least 3 times per year.

Contacting the Chair of the Management Committee

Should it be necessary to contact the Chair of the committee please contact them on chairofmanagementcommittee@shofardaycarenursery.org.uk

Lines of Reporting to the Trustees.

The management committee is accountable to the Trustees for the wider responsibilities delegated down to the management committee.

The committee will be expected to send a representative (which will usually be the Chair or other designated member) to attend the full Board of Trustees meetings and give a detailed report on the work of the Management committee. The Head teacher will submit written termly updates relating to the Daycare Nursery to the Board of Trustees and may be asked, where possible attend the Board of Trustees meetings.

Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any decisions of a non-financial nature must be recorded as well as recommendations that require approval which must then be passed on to the Chair of the Board of Trustees. These should be written in such a way as to offer the authoritative body a clear proposal or alternatives to debate and decide upon. Minutes will be circulated as soon as possible after the meeting to all members of the committee as well the chair of the Board of Trustees.

Procedures and Training

The parent representatives of the committee will be elected annually. (The parent representatives will be elected in the January of each year, commencing in the year following our opening- prior to this the membership of the committee will be 8)

The staff representative will be elected by the staff team at the first staff meeting after 1st January each year. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training or by visiting the Shofar Daycare Nursery (with prior arrangements with the Head teacher)

Members must declare any pecuniary interest that they may hold in relation to the Shofar Daycare Nursery at the beginning of each meeting.

December 2016

Management Committee

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

Call us: 020 8346 3453 admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

