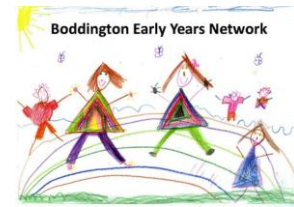


# BODDINGTON EARLY YEARS NETWORK TERMS OF REFERENCE

---



## 1. Vision

The Boddington Early Years Network (Boddington EYN) envisions a collaborative approach to creatively implement strategies to support the social, physical and cognitive wellbeing and development of children aged from pre-birth to eight years of age living in Boddington.

## 2. Purpose

The objective of the Boddington EYN is:

- to establish a group of people from various sectors of the community who can work together on a regular basis to support early years in Boddington;
- to share knowledge, expertise, information and resources with members of the group to support continuous improvement and inform decision making;
- to contribute to the planning, development, implementation and evaluation of events and projects to support early years; and,
- to be recognised as the initial point of contact to discuss and coordinate responses to emerging needs and issues affecting early years within Boddington.

## 3. Membership

3.1 Representation will be from community groups and stakeholders with an active interest and impact in supporting the early years:

- Boddington Community Development Team
- Boddington Early Learning Centre
- Boddington Family Support Group
- Boddington Playgroup
- Boddington Hospital (Child Health Nurse)
- Boddington District High School

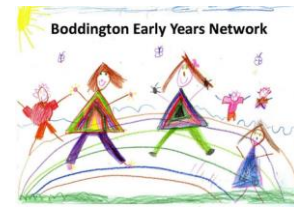
3.2 Representatives must be a current member of their community group or organisation and will inform the network of any changes.

3.3 As well as consisting of representation from community groups and stakeholders, the Boddington EYN will include two other positions to represent the general community and Aboriginal community. Selection shall be based on:

- being a Shire of Boddington resident or ratepayer;
- representing the Boddington community;
- an active interest to support early years in Boddington;
- ability to commit to meetings;
- willingness to work collaboratively with other members of the Boddington EYN, to fairly represent the community and cross-promote community events; and
- willingness to liaise with the Community Development Officer on strategies and opportunities to support early years in Boddington.

# BODDINGTON EARLY YEARS NETWORK TERMS OF REFERENCE

---



3.4 The Group will comprise of Shire of Boddington staff where relevant.

3.5 Members appointed to the Boddington EYN are not entitled to a sitting fee, or any such type of remuneration.

## 4. Shared Principles and Practices

**Solutions Focused** Emphasis on designing solutions, instead of focusing on problems, to maintain a proactive and constructive space to collaborate.

**Trauma Informed** The impacts of trauma are understood in order to create physical, psychological, and emotional safety for everyone and provide opportunities for at-risk families to develop a sense of control and empowerment.

**Person Centred** The interests and needs of local families with children aged from pre-birth to eight years underpin program and projects undertaken.

**Strengths Based** The belief that all organisations servicing early years have capacity to identify what is going well, continue to do more of it, and build on it.

**Capacity Building** Emphasis on supporting and strengthening individuals, families and organisations servicing the early years to develop solutions at a local level.

**Collective Action** Developing a network that works and learns together.

## 5. Meeting

A representative of the Shire of Boddington will chair the Boddington EYN meetings.

### 5.1 Frequency and Duration

Meetings will be held at a minimum of once every three months.

### 5.2 Venue

Meetings will be held from the Boddington Library, or another location agreed to by the Boddington EYN.

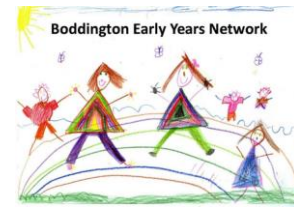
### 5.3 Agendas

Agenda items should be presented via the Chairperson at least five (5) days prior to the meeting. Agendas will be distributed to members three (3) days prior to each meeting. The Chair will prepare the agenda for the meeting.

### 5.4 Minutes

Draft minutes are to be distributed to members at least 5 days prior to the next meeting for endorsement. Minute edits are to be tabled at the next Network meeting.

# BODDINGTON EARLY YEARS NETWORK TERMS OF REFERENCE



A folder is created to store and retain all documents of the Boddington EYN including minutes, agendas, membership contact details, Terms of Reference and Strategic/Action Plans.

## 6. Communication

The following communication strategies will be utilised to support the Boddington EYN achieve its priorities.

### 6.1 Internal communication strategies:

- Minutes are concise with follow up actions.
- Members are encouraged to share promotional materials amongst Boddington EYN members.
- Meetings provide opportunity for reciprocal information sharing.
- Project Plans will be developed to support timely delivery of initiatives in a staged-approach.

### 6.2 External communication strategies:

- Dedicated webpage on the Shire of Boddington's website.
- Milestone updates of the Boddington EYN's progress shared with the broader community.
- Embedment of Boddington EYN logo in promotional material for collaborative projects and programs.
- Co-design a Children's Week event each year.

## 7. Decision Making

7.1 This Group has no delegated authority to make any decisions for or on behalf of Council.

7.2 A minimum number of four members from the Boddington EYN need to be present at a meeting to establish a consensus.

## 9. Adoption and Amendment of the Terms of Reference

The Terms of Reference shall be altered only with the approval of the BEYN. The BEYN endorsed these Terms of Reference on (TBC). The Terms of Reference will be reviewed annually to remain consistent with the priorities of the BEYN.

Item No	Date	Change	Chair signature