

## **TERMS OF REFERENCE FOR A REED LOCAL COMMUNITY SUPPORT GROUP**

### **BACKGROUND**

Regional Early Education and Development Inc (REED) has been established to provide quality early childhood education and care to enable children to develop and flourish at the same time contributing to the prosperity and sustainability of rural and regional communities.

Ongoing community connection with each local REED service is a fundamental part of REED's approach to delivering essential, sustainable services. The establishment of REED Local Community Support Groups will provide the opportunity for parents, communities, business and Shires to engage with their local centre. This also fits within Quality Area 6 of the National Quality Framework: *Collaborative partnerships with families and communities*.

### **TITLE**

REED Local Community Support Groups will be identified by their location, for example, REED Brookton Community Support Group, REED Yilgarn Community Support Group.

### **PURPOSE**

A REED Local Community Support Group is a valuable way of parents, community members and business to connect with the common purpose of supporting their local service. A Community Support Group will foster local parent and community engagement and provide support to their local ECEC service through:

- co-ordination of special events and/or social or fundraising activities which can be an ideal way of involving families and the community in a fun and relaxed way;
- assisting with the provision of additional resources/equipment for the benefit of children attending their local centre;
- identifying parents and community members interested in volunteering specialised skills that could be valuable for the service, for example, participating in the children's program through storytelling or by talking about the work they do, making dress up items, contributing particular skills to a Working Bee.

A Community Support Group is not a forum for parents/carers to make complaints or raise issues related to their child/ren or service. Other avenues are available for that purpose. REED respects the privacy of families, and is committed to responding to parents' concerns in a respectful, timely manner.

### **ESTABLISHING A REED LOCAL COMMUNITY SUPPORT GROUP**

Before the end of March each year, the Cluster Manager will arrange a meeting with parents of a REED service to explain the role of a Community Support Group and invite parents to decide if they would like to establish a group for their service.

For services that merge during any year, the Cluster Manager will arrange a meeting with parents within 6 months of a merger being finalised.

## REED LOCAL COMMUNITY SUPPORT GROUP MEMBERSHIP

- Any parent/carer with one or more children attending a service and any person within the community with an interest in the service can be a member of a REED Local Community Support Group. There is no membership fee.
- At the start of each year, if parents decide to establish a REED Local Community Support Group, they will nominate a Convenor for that year.
- The role of the Convenor is to facilitate meetings and work with Community Support Group members to decide on a plan for the year and consult with their service Team Leader and Cluster Manager about Community Support Group proposals.

## GUIDELINES

- A Community Support Group does not have legal or financial responsibility for management of their local service or the recruitment and management of staff. Those roles are the responsibility of the REED Board, General Manager and Management Team.
- When a Community Support Group decides to fundraise for children's equipment, resources or books, the Convenor should discuss their proposal with their Cluster Manager to make sure that the item will meet all legal requirements and contribute positively to the children's program. This is simply to avoid situations that have occurred in the past where parents have purchased equipment that cannot be used because it was not compliant or approved by ECRU (the regulator for ECEC services in Western Australia), for example, for health and safety reasons.
- Funds raised by parents in any calendar year should preferably be spent in that year so that the children of the parents who raise the funds benefit from their effort. However, when a Community Support Group wishes to raise funds over a number of years for a more costly piece of equipment or significant project, the Convenor should discuss the proposal with the Cluster Manager who will be able to endorse the plan or may suggest an alternative such as a REED managed funding application or shared equipment with another REED service.
- An individual Community Support Group will not have its own bank account. Funds raised by a Community Support Group will be deposited in a REED bank account and quarantined for use of the service that has raised the funds. Any unspent funds following any purchases in a given year will be retained for spending in the following year. At the end of each calendar year, the Community Support Group will be advised of any balance in their account.
- From time to time a Community Support Group may seek approval from the General Manager, through their Cluster Manager, to undertake a specific activity. In instances where an activity involves the use of premises at a time when children are present or when children are not in attendance, it is important to ensure that the activity and use of the facility meet Regulation requirements and the conditions of the Lease between the local Shire and REED and REED's insurance policies.
- A Community Support Group as a group, and individuals within the group, are not authorised to represent or speak on behalf of REED or their service in any forum without prior approval of REED's General Manager.
- REED will assist Community Support Groups with publicity for any activity or event.

## REVIEW OF COMMUNITY SUPPORT GROUP TERMS OF REFERENCE

In December 2020, feedback will be sought from each Community Support Group to determine whether revision of these Terms of Reference is necessary. Implementation of the Terms of Reference will be monitored throughout 2020 and minor changes made where appropriate.