

## Memorandum of Understanding for HEN and for Strive EY Managers Networks 2022 - 2023

- The coordination and facilitation of these groups/networks will be overseen by Debra McAndrew (of Strive Services – part of Early Years Advocacy Limited) who will be paid for her services by the membership of the groups (see 'EY Networks Membership fees and information' document for details).
- This support will be provided between April 2022-March 2023 and will be subject to regular reviews. In January 2023 Debra will seek views from members regarding a continuation of services for another year and any changes needed.
- Debra will also review fees payable for the new year ahead.
- Debra will ensure the needs of all members are considered and as an independent advisor will be able to offer a professional view on many of the issues raised/topics discussed.
- The membership will however retain 'ownership' of the group and the activities.
- **HEN Membership** (Hampshire EY Network) is made up of business owners/directors and group managers of both day nurseries and pre-schools in Hampshire and neighbouring areas.
- **Strive EY Managers Network** is made up of Managers of individual settings of both day nurseries and pre-schools in Hampshire and neighbouring areas.
- Membership of each network will be limited to twenty-five EY professionals. An organisation can apply for more than one place but a fee will be required for each member joining. If the named member cannot attend for any reason, the organisation should approach Debra to ensure another named professional from the organisation can attend instead.
- An application form will need to be completed and returned to Debra when a new membership commences. Debra will need to be updated on any changes to membership details over the year.

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- An invoice will be issued for this year's fees in March for payment by 1<sup>st</sup> April (for existing/new members) and a receipt issued once payment has been received. A payment plan can be requested if required.
- Any person interested in joining HEN or Strive EY Managers Network at any time during the year may attend one meeting as a guest before deciding on whether they wish to join. A membership fee will then become due (pro rata).
- Sensitive and confidential issues discussed at meetings or between members must always remain so, unless it is considered that a child could be at risk of abuse or neglect. Members must adhere to a common code of professional conduct outside of network meetings to ensure any such sensitive/personal issues related to a setting or individual during a meeting is kept confidential and that individuals are not identified.
- Any visiting professionals will be made aware of the need for total confidentiality on any sensitive issues that come up during discussions at meetings.
- The prime aims and objectives of the networks is for members to; come together at regular intervals; to have professional and respectful debate; seek support and advice from each other acknowledging differences of opinions; to discuss changing legislation and the impact of this; to consider sharing resources and training and to have an active and committed network/forum of EY professionals.
- Any decisions that the network members need to make will be based on a majority vote taken at a meeting. A paper ballot may be considered more appropriate in some instances by the membership or by Debra. If this is not possible a decision will be reached by an email ballot overseen by Debra.
- Minutes of the meeting will NOT be taken but Debra will follow up via email or through recordings of Zoom meetings to highlight any key issues from the meeting to absent members.
- Payment of a membership fee assumes full agreement and compliance with this MoU. This includes treating all sensitive and confidential information as such should membership cease, as would be expected within any EY forum of this kind.

At Strive Services your privacy is taken seriously. Your personal information will be kept private and secure and will not be supplied to any other organisation for marketing purposes or for any other purpose without your specific consent to do so.

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Specific information is collected on the membership form to enable efficient facilitation of the networks. This includes name of setting, relevant addresses and email and telephone contacts as appropriate.

This information is only shared with other members of the relevant network. **YOU MUST LET DEBRA MCANDREW KNOW IN WRITING IF YOU DO NOT WANT THIS INFORMATION SHARED OTHERWISE IT WILL BE ASSUMED THAT THIS IS FOR SHARING WITH OTHERS WITHIN THE NETWORK.** Please request the Privacy Policy of Strive Services for any further information if needed.