

# Family Engagement Sub-Committee



## Terms of Reference

Promoting parent and family engagement through collaborative planning and implementation of strategies.

### Context

This sub-committee completes work on behalf of the Peterborough Early Years Planning Network. Our vision, guiding principles, and other overarching aspects will be guided by the Planning Networks Terms of Reference.

### Goals

Members will work collaboratively to:

- Develop and gain knowledge of Family Engagement that is grounded in valid research, best practices, and inclusive of all.
- Provide systems, supports and resources to address professional development, continuous improvement and partnerships in relation to Family Engagement.
- Provide community assessment and self-assessment surveys and other tools to better understand community and family needs in relation to Family Engagement.
- Plan and participate in community meetings and initiatives that increase the ability to respond.

### Membership

Membership is open to any staff member from an organization that is included on the Early Years Planning Network and will range from 6-12 members. To ensure that decisions are informed by a broad range of early years partners, the following sectors should be represented where possible:

- School boards;
- Local public health;
- Licensed child care providers;
- Early ON Child and Family Centre service providers;
- City of Peterborough

### Chair

The Family Engagement sub-committee will have two co-chairs, one will be an employee of the City of Peterborough's Children's Services program and the second co-chair will be a recognized leader in the community.

## **Accountability**

The co-chairs will report back to the Early Years Planning Network by providing updates at each meeting to ensure the community stays informed. Minutes will be easily accessible to the Planning Network if desired.

A committee self-assessment / evaluation regarding the committee's process and work will be performed around the 6-9 month mark, due to this being a new committee.

## **Decision Making**

Decisions will be made whenever possible by consensus. In the event that consensus cannot be achieved, the committee will design and then implement a voting process that is fair and equitable.

## **Meetings**

Meetings will be scheduled once a month during projects (otherwise as needed), for a length of approximately 2 hours.

## **Agendas/Minutes**

Agendas and meeting materials will be prepared and circulated one week prior to each meeting. Minutes and presentation materials will be circulated following each meeting.