

Leadership and Governance Conference and AGM

Friday 29 November 2019

La Mon Hotel, 41 Gransha Road, Castlereagh, Belfast



Conference Brochure

Join the Boardroom Revolution

Keynote by: Nick Garbutt

Governance of charities is still dominated by middle aged and older people from a managerial background. We need younger people to be involved with the passion, commitment and values to make organisations stronger. Nick will argue how and why this should happen.

Nick Garbutt is a former newspaper editor who now runs a PR Consultancy. He has been involved with the charitable sector for more than two decades and is a former trustee of Early Years. He currently sits on the board of the Open House Festival and Victoria Housing Estates.



Supporting Governance in Early Years Settings

Keynote by: Diarmuid Moore

This keynote will focus on research carried out by Early Years into the state of governance in our community based settings. Drawing on evidence from surveys, focus groups and the advice of an expert panel the session will seek to illustrate the successes and challenges of governance in community based settings. The session will end with some recommendations for the future.



Diarmuid Moore has over 25 years working in the community and voluntary sector as a volunteer, project worker and senior manager. In that time he has specialised in community development and community relations education. He is particularly interested in how civil society groups work together to achieve social change. Diarmuid has been the co-author on several training and resource manuals including Building Successful Partnerships, Us and Them, The Community Consultation Manual and Paths Through The Past.

Morning Workshops

Effective Leadership to Promote High Quality Pre-school Experiences

This will be an interactive workshop focusing on the key features of effective leadership and management to promote the highest quality provision for pre-school children and their families.

Kathleen Cassidy is a highly experienced inspector of pre-school and primary school education. She has a special interest in early years childhood development, early intervention programmes and strategic leadership to support high quality learning environments and outcomes for children and families.



Ann Woods has recently joined ETI bringing a wealth of expertise, professional knowledge and experience of the early years sector. She has worked in the primary sector for nine years followed by the last 17 years in nursery schools. Ann has also been an Associate Assessor for ETI and is now a member of the early years inspection team.

Managing Conflict in Early Years Settings

Conflict is in our lives and is inevitable but if handled well it can be a creative force that leads to progress rather than be destructive both personally and professionally. Conflict can happen in settings between staff, in committees or between the staff and the committee. This workshop will explore the idea of conflict and offer some simple tools to resolve it. Please note this workshop is not about conflict between children.

Clare Cosgrove is a Good Relations Mentor with Early Years.

Communicate for Success When less is more ... the secret to powerful communication

Effective communication is key to success. It is also a yardstick by which key stakeholders judge the quality and credibility of a project and its outcomes, or indeed an organisation and its employees. During this practical session, you will learn tips and techniques to hone your communication skills and make immediate improvements.

Kate McKay is a qualified, award-winning trainer with the Chartered Institute of Personnel and Development (CIPD). She has 23 years' experience in the design and delivery of practical training. As a Chartered Marketer with the Chartered Institute of Marketing (CIM), Kate knows first-hand the challenges communicators face and how to make content grab attention, appealing and engaging to the reader.



For event queries please contact Joanna Gray, Event Manager on 028 9066 2825 or joannag@early-years.org

Understanding Financial Statements – the balance sheet, budgets and cash flows

The objective of this workshop is to achieve an understanding of financial statements. How to read a P&L and balance sheet, creating and managing budgets and how to gain a control of cash flow. This workshop is aimed at both private and community settings whatever the size of your organisation.

Melissa Halvey studied in the University of Limerick for a BA in Law and Accounting. After university she worked in a large MNC environmental company as a business analyst and assistant management accountant. Melissa plays rugby for Malone RFC and enjoys walking.

Leading for Inclusion

This workshop will provide an opportunity for participants to become familiar with key characteristics of effective leadership to support inclusion & identify the importance of embracing inclusion to improve outcomes for children, families and the wider community.

Karen Cooke is a Senior Early Years Specialist with Early Years. Karen has worked within the early years sector for the past 22 years in the statutory and voluntary and community sector. Karen currently supports groups involved in the Sharing from the Start programme which aims to improve educational outcomes and good relations for young children in Northern Ireland and the border counties.



Niamh Pollock is a Senior Early Years Specialist with Early Years. Niamh has been working in the field of early years for eight years in the voluntary and community sector. Niamh is currently working on both the Sharing from the Start project and the Rural Respecting Difference Programme, supporting groups across the western area and the southern border counties.

Childcare Liability Exposure in a Changing World

This workshop will focus from an Insurer's perspective on claims trends, emerging exposures and the value of having and implementing appropriate policies and procedures coupled with risk assessments. Areas of focus will be discrimination, data access requests, playgrounds, forest schools and the changing nature of childcare coupled with parental expectations.

Afternoon Workshops

Understanding Payslips, Pension Statements; Rights and Obligations

This workshop will: provide an overview to the employees of the meaning and importance of the documents they receive from employers and pension providers; provide an overview for employers of what they should provide employees with and how to contact HMRC and pension providers.

***Agata Sobieraj** has a degree in Community Interpreting, which is her primary occupation. Agata is also a partly-qualified accountant and works in the field of finance. Her heart, however, is in community integration and development. She is a member of a number of boards of directors: a local integrated primary school, a local Olympic Handball club and Early Years - the organisation for young children. Working for not-for-profit organisations, where every penny is like gold dust has taught her to be a stickler for rules and an absolute advocate for good governance and ethics.*



Recruitment and AccessNI Compliance

This session will look at recruitment best practise from an AccessNI perspective. Attendees will be provided with a range of templates, which following implementation, will ensure compliance with AccessNI requirements. This session is an absolute must for all Designated Persons.

***Lorna Houston** FCIPD, MBA, MSc (HRM) has worked with Early Years for the past five years. She brings over 20 years' experience in the field of Human Resources Management gained within commercial and not for profit organisations. Lorna has responsibility for the Disclosures service within Early Years.*



Fraud Awareness

This workshop will give an overview of types of fraud, indicators of fraud and responsibilities if fraud occurs.

***Jane Thom** is a qualified management accountant and has over 20 years' experience in the public and voluntary sector managing finances and in supporting good governance. Jane holds a BA (Hons) Degree in Business Studies, C&G 7307 Certificate in Adult Education and is Fellow member of the Chartered Institute of Management Accountants (CIMA). She has over 20 years grant administration and project financial management experience through her role as Director of Corporate Services with the Rural Development Council.*

GDPR and Data Protection- One Year on

This workshop will provide an overview of the main trends and learnings identified by the ICO since GDPR was introduced last year. Caroline will outline the Regulator's perspective of compliance and what that looks like in practice. The workshop will also cover useful tips that will ensure that you handle personal data effectively and that your setting is compliant with the data protection legislation.



Caroline Mooney joined the ICO in 2017 and is the Regional Manager for the ICO Northern Ireland office in Belfast. In addition to managing the day-to-day operations of the Northern Ireland office, she is responsible for the engagement strategy of the ICO in Northern Ireland and she works with organisations in Northern Ireland across all sectors, providing guidance and advice on all matters relating to information rights.

Showcasing New Resources for Committees

This workshop will focus on a suite of resources being developed by Early Years for community based settings. Some resources will be updated versions of previous manuals but there will also be new materials illustrated. The session will take one resource as an example and participants will work through an exercise.

Diarmuid Moore has over 25 years working in the community and voluntary sector as a volunteer, project worker and senior manager. In that time he has specialised in community development and community relations education.

BOOKING FORM

**Normal Rate applies to telephone or postal bookings.
To avail of the early bird rate of 20% discount please
book online using the discount code EY2019**

Online Bookings via: <https://events.eventzilla.net/e/early-years-leadership-and-governance-conference-agm-and-awards-dinner-november-2019--2138760561>

Conference only (includes keynotes, two workshops, exhibition, lunch and refreshments)	Please tick	Member	Non-Member
		£90	£130
AGM only (Early Years Members)		£0	N/A

CONFERENCE PROGRAMME

9:30am to 11:00am	Opening Session and Keynote Addresses
11:30am to 1:00pm	Workshop Session 1
2:15pm to 3:45pm	Workshop Session 2
4:00pm to 5:30pm	AGM (Early Years Members Only)

WORKSHOPS

Please select which workshop you wish to attend during the morning and afternoon sessions.

MORNING

- Effective Leadership to Promote High Quality Pre-school Experiences
- Managing Conflict in Early Years Settings
- Communicate for Success
- Understanding Financial Statements
- Leading for Inclusion
- Childcare Liability Exposure in a Changing World

AFTERNOON

- Understanding Payslips, Pension Statements; Rights and Obligations
- Recruitment and AccessNI Compliance
- Fraud Awareness
- GDPR and Data Protection – one year on
- Showcasing New Resources for Committees

I will be attending the AGM Yes No (Early Years Members only)

Delegate Name			
Organisation		Membership No (required for member rate)	
Address		Branch area (if applicable)	
Special Dietary or other requirements		Purchase Order No	
Email Address			
Contact Number			

Please complete a form for each person attending. An invoice will be emailed to the named person above, unless otherwise stated. Postal bookings and payment should be sent to Joanna Gray, Early Years HQ, 6c Wildflower Way, Apollo Road, Belfast BT12 6TA.

For event queries please contact Joanna Gray, Event Manager on 028 9066 2825 or joannag@early-years.org