

Waltham Forest Early Years Guidance

Team Around Setting (TAS) Meeting Guidelines and Focused Improvement Plan (FIP)

Meeting Guidelines

A TAS meeting is convened where a provision has been:

- judged **Inadequate (I)** or **Requires Improvement (RI)** by Ofsted, or
- areas of **Non-Compliance with Statutory or Contractual Requirements** have been identified by the Local Authority (LA),

A TAS meeting will be arranged by the LA to provide a range of information, advice and training and challenge to assist the provider to address these areas / actions within an agreed timescales, in what is called a **Focus Improvement Plan (FIP)**.

Who should be involved in the TAS meeting?

- Managing Directors, Trustees, Headteacher, Managers/EYFS Lead and Local Authority leads

Completing The FIP

- The **Ofsted registered person/organisation is responsible** for recording the actions taken to address Ofsted recommendations/actions and/or LA's recommendations

Monitoring and evaluating

- The **Ofsted registered person/organisation is responsible** for ensuring that the actions set out in the Focus Improvement Plan are met, where these responsibilities are delegated to others, there must be a robust governance or contractual arrangements in place.

Failure to comply with the agreed actions could have a significant impact on your Ofsted registration and/or your contract with the LA to deliver Free Early Education Entitlement (FEEE) places.

Focused Improvement Plan (FIP)

School/Setting Name:		TAS meeting date:	
Time:		Venue:	

MEETING ATTENDEES			
Name	Role*	Contact e-mail	Contact Tel No

*Compulsory Attendee, Ofsted Registered Person or Organisation representative (e.g. Managing Directors or Trustees)

BACKGROUND: (provide information as to why we are undertaking a TAS)

OFSTED RECOMMENDATIONS – taken from Ofsted Inspection Report

Ofsted Recommendation	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

EYFS LEARNING AND DEVELOPMENT (Non-Compliance)

Area of non-compliance (include statutory guidance reference number)	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

EYFS ASSESSMENT (Non-Compliance)

Area of non-compliance (include statutory guidance reference number)	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

EYFS SAFEGUARDING AND WELFARE (Non-Compliance)

Area of non-compliance (include statutory guidance reference number)	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

EYFS SEND & SEND Code of Practice (Non-Compliance)

Area of non-compliance (include statutory guidance reference number)	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

FEEE Financial Guidance (Non-Compliance)						
Area of non-compliance (include FEEE guidance or FEEE contract reference number)	Action taken/ to be taken	Action by (specify LA or setting)	Deadline date	Useful information, advice and training available to complete action	Success Criteria	Review Outcome (to be completed at review visit)

FIP Review Date:

This Focused Improvement Plan would be reviewed by:

School/Setting's Ofsted Registered Person or Organisation representative:		TAS Lead	
Signature		Signature:	