

	April	May	June	July	August	September	October	November	December	January	February	March
Management Committee meetings and suggested Agenda Items	<ul style="list-style-type: none"> Review end of year data and outcomes – April to March Review findings of the annual conversation Finalise action plan for new financial year Set objectives for the coming year Set marketing strategy Appoint chair for the coming year 			<ul style="list-style-type: none"> Review 3 months data and outcomes – April to June Review 3 months expenditure against budget 			<ul style="list-style-type: none"> Review 6 months data and outcomes – April to Sept Review 6 months expenditure against budget Look at feedback from sessions and activities Review cost effectiveness of sessions and activities through unit costs reports Consider needs of parental survey or questionnaires 			<ul style="list-style-type: none"> Review 9 months data and outcomes Review 9 months expenditure against budget Consider Budget for coming year Review PAOR for presentation at annual conversation Agree draft of the annual action plan Agree management committee representative for the annual conversation 		
Data from LA to be forwarded to Children's Centres							2nd week					
Updated SEF sent to LA from CC to support Annual Conversation								1st week				
Children's Centres to provide quarterly data set and finance information	2nd week			2nd week			2nd week			2nd week		
LA to review data and finance before QP meetings	3rd week			3rd week			3rd week			3rd week		
Quarterly Performance Meetings		1st week			1st week			1st week			1st week	
Return of Signed Conditions of Grant						4th week						
Parental Satisfaction Survey												
Completion of Schedule for Annual Conversation												
Annual Conversations												
LA Feedback on Annual conversation												2nd week
Children's Centre Action Plans Completed	1st week											
Children's Centre Action Plans Reviewed		1st week			1st week			1st week			1st week	
Children's Centre Unit Costings Reviewed		1st week			1st week			1st week			1st week	
Notify CCs of Funding allocation												
CCs finalise budget for year												
Review SLAs												
Issue local priorities for following year												
Issue individual CC priorities for following year												
Meetings between commissioners and CC managers	Monthly											
File Audit to be completed by CC managers												

Key

Children's centre actions	
LA actions	
Combined CC and LA actions	