**Early Years Collaborative : Falkirk EYC meeting feedback** (for typing)

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| **Name of meeting:** | Improvement Planning Bootcamp |
| **Date meeting took place:** | 30 & 31st January 2014 |
| **Name of attendees and service:** | Candace Sinclair - Education Services Daniel Barrie - Education ServicesKaren Thomson - Education ServicesWinnie Delaney - Aberlour Child Care Trust |
| **Topics discussed:****Advice given on :*** Setting up an AIM - (that does not include “*Some*” … which is not a number, “*Hope*” which is not a plan, “*Soon*” which is not a time. )
* Process Mapping - be cautious not to overreact to results that we don’t like as the findings may be normal. - if there is too much variation in your process, can this be reduced?
* Compiling run charts
* Data on run charts – understanding variation
* Measurement for Improvement - measurement types (Outcome, Process, Balance, Process Step, PDSA)
* Planning
* Project application – failure can be a good thing as it can improve the overall outcome.
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| **Summary / Comments / Feedback**: We reviewed the ‘Project Charter’ that we were asked to draft in preparation for attending the Bootcamp. Our Project of ‘ *FALKIRK EYC – Improving communication’* was too broad and did not have a clear plan. The work undertaken on these days helped us narrow down our Project to : ……….. **“Planning how notes from EYC meetings are available on Falkirk EYC Blog and read by Away Team”.** ……… this will be part of a process that will be used to improve communication of EYC across Falkirk.Next step:* Draw up a method of recording notes from any of the EYC meetings
* Plan a process for sharing the notes with Away Team.
* Plan how we are going to record improvement in communication amongst our Away Team.
* We will share a brief outline of our Project with the Away Team on Monday 3 February.
* Write up our plan in a PDSA cycle.
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| **Any Action points : (What, when and by whom)** |
| *Include sending this form to* *eyc@falkirk.gov.uk* *to allow this information to be posted on Falkirk’s EYC Blog*.  - Winnie to send typed feedback to Karen.- Arrange next meeting. |
| **Date of next meeting** | Candace, Daniel, Karen & Winnie to meet to plan next step for this Project. |