



# Early Years and Childcare Staff Directory



## **Mindy Butler** Early Years and Childcare Manager

I am responsible for the day to day delivery of Early Years and Childcare functions and decision maker for operational issues. Liaison with the Head of School Improvement and Early Years, and Leadership Team for strategic decisions.

You can contact me on [Mindy.Butler@portsmouthcc.gov.uk](mailto:Mindy.Butler@portsmouthcc.gov.uk).



## **Tracy Robinson** Early Years Funding Coordinator

My role, alongside the funding team and funding outreach officers, is to promote and co-ordinate the early education funding streams. This includes the two year old funding, universal (15 hours) and extended (30 hours) three and four year old funding, Early Years Pupil Premium and Disability Access Fund. Also, to deliver a targeted outreach strategy to ensure effective early identification and intervention for vulnerable children, to support their access to early education which is the foundation for all future lifelong learning.

Contact [2yoldfunding@portsmouthcc.gov.uk](mailto:2yoldfunding@portsmouthcc.gov.uk) for any questions relating to the two year old funding or [eyfunding@portsmouthcc.gov.uk](mailto:eyfunding@portsmouthcc.gov.uk) for any questions relating to early education funding.



## **Ella Harbut**

### **Early Years Advisory Teacher (Strategy)**

I am the lead advisory teacher for Early Years. I take the lead on supporting all of our Early Years settings and schools with their practice and provision, assessment, workforce development and our number one priority of developing early language and communication for our 0-5 year olds in Portsmouth.

I work with our Early Years inclusion team to support inclusive practice across the city.

Whilst Local Authority moderation is no longer statutory for the EYFS, we still offer a supportive model of moderation and assessment advice and support for Year R and pre-school practitioners.

You can contact me through our inclusion inbox [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk).

## **Sue Bowler**

### **Early Years Advisory Teacher (Inclusion)**

I work with schools and early years settings across the city. I take the lead on SEND and inclusion.

If you have any concerns about the progress of a child in your care please email [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk).



## **Hannah Rapley**

### **Early Years Inclusion Outreach Officer**

I offer support and guidance for settings around SEND practice and provision. I mostly focus on the low and emerging SEND needs and lead on the reviews for SENDIF low/emerging funding.

You can contact me on [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk).

# Early Years Quality & Sufficiency Officers

We provide advice, support and guidance for childcare providers in meeting requirements for Ofsted registration and inspection, enable targeted settings to improve their quality and business sustainability and support all aspects of safeguarding practice. We are part of a pool of early years trainers delivering the Portsmouth Early Years Training and Development Programme.

You can contact your linked Early Years Quality & Sufficiency Officer by emailing [eydelivery@portsmouthcc.gov.uk](mailto:eydelivery@portsmouthcc.gov.uk).



**Layla Riches**

**Early Years Quality & Sufficiency Officer**

I'm the Early Years Quality and Sufficiency Officer for the North area of the City.



**Connie Brazier**

**Early Years Quality & Sufficiency Officer**

I'm the Early Years Quality and Sufficiency Officer for the Central area of the City.



**Gill Park**

**Early Years Quality & Sufficiency Officer**

I'm the Early Years Quality and Sufficiency Officer for the South area of the City.

# Early Years Funding Outreach Officers

We offer support to families to access early education funding and assistance to apply for the 2 year old funding, especially in relation to the non-economic criteria's and use data to target the families who meet the economic criteria. We also use data to identify and support vulnerable families who may be entitled to early education funding and contact settings and arrange visits on their behalf.

We contact settings on a termly basis who have larger numbers of 2 year old funded children accessing their setting with the purpose of discussing development and any early intervention required, with a specific focus on speech and language/communication development.

We support families of children with SEND to access an early years setting and liaise with health visitors and other professionals to identify one that will meet the child's needs.

You can contact your linked Early Years Funding Outreach Officer by emailing [2yroidfunding@portsmouthcc.gov.uk](mailto:2yroidfunding@portsmouthcc.gov.uk) for any questions relating to the 2 year old funding or [eyfunding@portsmouthcc.gov.uk](mailto:eyfunding@portsmouthcc.gov.uk) for any questions relating to early education funding.

## Kerry Bond

### Early Years Funding Outreach Officer

I'm the Early Years Funding Outreach Officer for the North area of the City.



## Tracey Lewis

### Early Years Funding Outreach Officer

I'm the Early Years Funding Outreach Officer for the Central and South areas of the City.



## **Shelley McGinley**

### **Early Years Funding Officer**

I have responsibility for the daily management of all aspects of the early education funding payments and processes for all five funding streams (2 year funding, 3 & 4 year universal funding, 30 hours, EYPP and DAF). This includes overseeing initial registrations and availability of headcount tasks on the Provider Portal, financial reporting and ensuring payments are made within specified timeframes. I am also responsible for the annual Early Years Census data collection and submission to DfE as well as ensuring the early education compliance monitoring visits are scheduled and carried out.

I can be contacted on 023 9284 1974 or by email at [eyfunding@portsmouthcc.gov.uk](mailto:eyfunding@portsmouthcc.gov.uk).

## **Business Support Assistants**

We provide administrative support to the service and childcare providers across the city, mainly in the delivery of early education funding. We will support you from your initial registration by getting you set up on our IT systems, every term when you are claiming your funding and ensuring you are paid for these hours in line with the Local Provider Agreement.

We can be contacted on 023 9284 1974 or by email at [eyfunding@portsmouthcc.gov.uk](mailto:eyfunding@portsmouthcc.gov.uk).

### **Sarah Collins**

### **Marie-Therese Vo**

### **Diane Webb**



## **Carol Morgan**

### **Business Support Assistant**

I have particular responsibility for the administration of the Early Years Delivery Programme and my role includes arranging training workshops for all Early Years Practitioners, managing bookings and resolving queries.

Please do not hesitate to contact me either by telephone on 023 9284 1974 or by email at [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk) with any questions and I will be happy to help.



## **Gemma Frank**

### **Business Support Officer**

I provide business support to the Early Years and Childcare leadership team and other members of the team as required. I organise and minute meetings, produce the Early Years bulletins and manage the social media accounts.

You can contact me on [Gemma.Frank@portsmouthcc.gov.uk](mailto:Gemma.Frank@portsmouthcc.gov.uk).

# Contact us:

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Civic Offices, Floor 2, Core 6  
Guildhall Square, Portsmouth  
PO1 2AL

023 9284 1974

[www.portsmouth.gov.uk/childcare](http://www.portsmouth.gov.uk/childcare)

## Facebook

@PortsmouthEarlyYears

@PortsmouthFIS

## Instagram

@PortsmouthEYProfessionals

@FISPortsmouth

## Email

[eydelivery@portsmouthcc.gov.uk](mailto:eydelivery@portsmouthcc.gov.uk)

[eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk)

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