

Public Document Pack

Southend-on-Sea Borough Council

Legal & Democratic Services

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17 December 2018

EDUCATION BOARD - TUESDAY, 18TH DECEMBER, 2018: SUPPLEMENTARY PACK – MINUTES OF 30TH OCTOBER 2018 AND SUB GROUP MINUTES

Please find enclosed, for consideration at the next meeting of the Education Board taking place on Tuesday, 18th December, 2018, at 8.15am the following papers that were unavailable when the agenda was printed.

Agenda No Item

2. **Minutes of the meeting held on Tuesday, 30th October 2018 (Pages 1 - 6)**

Minutes attached.

Matters arising (not covered elsewhere on the agenda)

9. **Feedback from Sub Group Chairs (Pages 7 - 14)**

(a) Resources S.G – (minutes previously circulated with the pack)

(b) Vulnerable Learners S.G. – Minutes attached

(c) School Performance S.G. – Minutes attached

Robert Harris
Clerk to Education Board
Principal Democratic Services Officer
Legal & Democratic Services
Southend Borough Council

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Education Board

Date: Tuesday, 30th October, 2018

Place: Johnson oom - Tickfield

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Present: Mr M Sweeting (Chair)
Dr R Bevan (Vice-Chair)
Mr M. Jordan, Mr D Woollard, Mrs N Banister, Mrs L Yelland,
Mrs Julia Jones, Mrs A Turner, Ms M Palles-Clark, , Mr J Glazier,
Dr P Hayman, Mr N Houchen, Mr A McGarel, Ms J Mullan,
Mr L Pryor, Mr S Reynolds and Ms V Wright

In Attendance: C Hickey, Mr P Grout, E Hammans, R Harris, C Braun, G Bloom, R Warren and B Martin.

Start/End Time: 8.15 - 10.45 am

1 Apologies, Substitutions and Introductions

Apologies for absence were received from Mr J Johnson, Ms K Willis, Mr T Barrett, Ms L Clark, Mr S Leftley and Councillor Boyd.

2 Minutes of the meeting held on 5th June 2018

Resolved:

The minutes of the meeting held on Tuesday 5th June 2018, subject to the inclusion of Gary Bloom in the attendance list, were agreed.

3 Operational and Good Practice Guidance, Powers and Responsibilities and the Structure of the Education Board

The Board considered a report from the Clerk providing an overview of recent guidance issued by the Education & Skills Funding Agency in September 2018 concerning the operation, powers and structure of Schools Forum (Southend Education Board).

Resolved:

That a time-limited Task and Finish Group be set-up to review the operational and good practice guidance and bring back recommendations to a future meeting of the Board. The Task & Finish Group will consist of the following Board Members and Council officers:

Niki Lamont
Robin Bevan
Annette Turner
Maurice Sweeting (Chair)
Brin Martin (officer)
Robert Harris (Clerk)

4 Early Years 2019/20 Funding, Provider rates and deprivation entitlement

The Board considered a report from Elaine Hammans setting out proposals for a further review of the deprivation supplement and the indicative funding for The Early Years' Service from April 2019.

The Board discussed the report in detail and reiterated its concerns regarding the inadequacy of Government funding, particularly the capacity and sustainability going forward.

In response to questions concerning the early year's provider portal the Board noted that:

- The portal was an automatic self-service tool;
- Funding was in place to put the system/portal in all schools;
- All schools and PVI's have access to the portal;
- Schools will not be required to pay for the EY Pupil Premium eligibility claims checking (as they currently do – as this is available through the portal);

Resolved:

1. That it be agreed that a further review of the deprivation supplement criteria be undertaken from October 2018 to align the supplement with the EYPP criteria from April 2019.

2. That the indicative provider funding rates for 2019/20, which complies with government funding regulations to have all providers on the same base rate from April 2019, be approved/agreed.

3. That the proposed funding of the Early Years' Service, be noted.

4. That the parents entitlement and access to the Early Years Element of the DSG, be noted.

5. That it be noted that the DfE funding is to support for a child in a placement for 38 weeks of the year, to a maximum of 570 hours for 2 year old and Universal 3 & 4 year old funding and 1140 hours for Extended funding. These hours can be stretched across up to 52 weeks per year at proportionally less hours per week up to the maximum allowed.

5 Dedicated Schools Grant (DSG) 2018-19 Forecast Outturn and 2019-20 Budgetary Planning

The Board considered a report from the Senior Finance Officer presenting the Dedicated Schools Grant (DSG) forecast outturn for 2018/19 and budget planning for 2019/20 schools budget, high needs, early years and centrally retained.

The Board discussed the report in detail and reiterated its concerns from previous meetings of the Board that due to the DfE cap on funding gains in the

High Needs National Funding Formula (NFF) Southend was significantly underfunded.

In respect to independent providers the Board recognised the significant funding pressures in this area with a range of volatile factors, such as an increase in required numbers of looked after children, combined with a private market that has reduced its capacity, effectively 'supply' was outstripping 'demand'.

Resolved:

1. That the forecast 2018/19 outturn, and subsequent potential DSG reserve balances for each funding block to now be carried forward into 2019/20, be noted (as referenced in paragraph 4.50).
2. That the continual need to constrain the distribution of high needs funding until the end of 2019/20, be noted (as referenced in paragraph 4.51).
3. That the targeted restoration of depleted DSG reserves by the end of 2019/20, be noted (as referenced in paragraph 4.51).
4. That with regard to individual school's budget planning for 2019/20 it will continue, as followed in 2018/19, with the trajectory of adopting the principles of the National Funding Formulae in full (as reference in paragraph 3.9).
5. That the principles of the National Funding Formulae, continue to be adopted, that for each separate funding block the distribution of funding is affordable within its own allocation (as referenced in paragraph 3.9).
6. That the 2019/20 budget paper to finalise the agreed distribution of DSG funding for individual mainstream schools be presented to the Board in December 2018, including centrally retained (as referenced in paragraph 4.10).
7. That an additional options paper and recommendation on the application of growth fund awarded to schools from 2019/20, be presented to the Board for approval in March 2019, once it has been considered first through the Resources Sub Group (as referenced in paragraph 4.22).
8. That the 2019/20 detailed High Needs budget allocation, be presented the Board for approval in March 2019, once it has been considered first through the Resources Sub Group (as referenced in paragraph 4.43).

6 Secondary School Places Update

The Board received a verbal update on the position regarding the provision of secondary school places across the Borough for 2018/19 and 2019/20.

The Board noted that an additional 120 schools had been met through expansion by one form of entry at both Shoeburyness and St Thomas More and a further two forms of entry at Belfairs.

In terms of the expansion with schools for 2019/20 plans are progressing for a further form of entry at Shoeburyness (bulge) plus one permanent form of entry

at Eastwood Academy and St Bernard's with a possible two forms of entry at Chase High School.

The Board discussed the future provision of school places in relation to the proposed development of 10,000 or more homes in the Borough and the need for further expansion to meet the additional need for school places beyond 2020. The Board was advised that there needs to be a balance between a surplus of school places whilst not being detrimental to the schools.

Resolved:

That the update on the provision of secondary school places across the Borough, be noted.

7 Children's Centres Utilisation

The Board received a verbal update on the utilisation Children's Centres.

The Board discussed the significant challenges and the sustainability of Children's Centres and noted that a Task and Finish Group had been set-up to develop a model which makes the best use of the Children's Centre within current resources and financial pressures. It was emphasised that in order to fully utilise the Children's Centre a fully integrated approach was needed between all partners (Council, health, schools, voluntary and community sector, etc).

Resolved:

That a summary paper on the utilisation of Children's Centres, be circulated to all Board Members for information.

8 SEND Inspection

The Board received a verbal update concerning the recent SEN Inspection and noted that this was not a 'judged' inspection. The Board received an overview of the key findings from the inspection and noted that an action plan would be produced to address the areas for improvement set out in the findings. There were a number of strengths identified through the inspection, which included the validation by the Inspectors of the SEN self-assessment form completed by the partnership (and endorsed by the Education Board).

Resolved:

That the update on SEND Inspection, be noted.

9 Fair Access Protocol

The Board considered a report of the Head of Access and Inclusion providing an update on the use of Managed Moves within the current Fair Access Protocol (FAP) 2018, as agreed through the Headteacher consultation in May 2018.

Resolved:

That Managed Moves at the point of permanent exclusion continue to be included within the protocol and provide guidance for Fresh Start Managed Moves.

10 Annual Needs Analysis in relation to nurture and provision across the Borough

The Chief Executive/Executive Headteacher from the Parallel Learning Trust (PLT) provided a verbal update on the current and future provision at the Victory Park Academy. The PLT was in the process of making wholesale improvements to the service, which included the recruitment of good/outstanding staff to replace the current team, providing better quality services, value for money and a more flexible approach to nurture provision. The work in this area was due to be concluded by December 2018.

The Board reiterated its concerns regarding the historical issues with the alternative provision offer which included insufficient places and inadequate quality. The Board had expected some historical and statistical data to be provided to them on the scale of need and provision, take-up of nurture places and cost-effectiveness (e.g. efficiencies generated from co-location). In response the Board was assured that a report would be presented to its next meeting.

Resolved:

That a report setting out the scale of need and provision in respect to nurture and provision of the alternative offer across the Borough be presented to the Board in December 2018. The report to include statistical data on the scale of need, take-up of nurture places and provide a detailed overview of the progress and actions being taken by the Parallel Learning Trust on alternative provision at Victory Academy Park.

11 Teacher Workload and Wellbeing Strategy

The Board considered a report on the production of a Teacher Workload and Wellbeing Strategy to support the DfE commitment to remove unnecessary workload for teachers and leaders and enhance recruitment and retention.

The Board welcomed the production of this strategy and noted that a report on the findings and a proposed future strategy would be presented to the Board in October 2019.

Resolved:

That the report be noted.

12 Feedback from Sub Group Chairs

13 Any Other Business

Data Sharing

The Board received a verbal update on the development of a data sharing protocol with schools. The aim of the protocol was to improve the quality and accuracy of data sharing. The protocol would also meet the statutory requirements around data-sharing.

Resolved:

That the development of a data sharing protocol be noted and that all schools be encouraged to sign-up to the protocol.

14 Date and time of future meetings

18th December 2018 at 8.15am – Tickfield Centre

22nd January 2019 at 8.15am – Tickfield Centre

26th March 2019 at 8.15am – Tickfield Centre

Chairman: _____

School Performance Sub Group

Minutes of the meeting of the SPSG held at the Tickfield 6th November 2018

9

Board Members Present: Brin Martin (Interim Chair) (BM) ; Neil Houchen (NH); Darren Woollard (DW); Maurice Sweeting (MS); Tim Barrett (TB); Lisa Clark (LC); Amanda Champ (AC); Jim Johnson (JJ); Maurice Sweeting (MS)

1. Apologies, Welcome and introductions if required

Jerry Glazier Union,

Welcome from the Chair – Neil Houchen

2. Notes of the last meeting, matters arising

Minute: discussed and agreed

Matters arising –	Action
<p>Cecil Jones – BM visited Loxford Trust and met with the CEO. Brin reported positive meeting. New Headteacher starting in spring term Richard Micek. Due diligence is taking place this week.</p> <p>The CEO of Loxford trust offered LA a place on the IEB for the first year.</p> <p>Vulnerable secondary schools – Simon Lefley and BM met with DfE Sue Baldwin. Positive meeting discussing proposals and way forward. Item on the agenda</p> <p>Grammar School Project – Successful drive with Southend pupils up by 50 this year. BM advised he will brief members regarding the project and liaise about the way forward.</p> <p>Violence and Vulnerability – significant media coverage, major collective push. LC and NH reported there has not been anything seen by schools specific to the drive and campaign.</p> <p>BM to report to the VV meeting – make sure all schools are involved and kept in loop.</p> <p>DW advised note in minutes needs amending from Croydon to visit to Harrow – Chris Farrell (Hamstel Junior) and assistant head are going to visit Harrow and their programme in action –impact it has in schools, possibility of Hamstel Junior and Blenheim to become a lead schools in this drive taking it forward.</p>	

3. Southend on Sea data Matrix and Borough level data analysis

Minute: Noted that documents circulated are Risk Register showing potential issues and not definitive. SPSG group to discuss the content and note actions against concerns.

Matrix	Action
BM discussed the document – strong profile of attainment.	

<p>KS1 not following profile and is the only Key Stage that is below national. LA invested heavily into the early years to make a difference. Discussion regarding targets for KS1 in comparison to foundation stage.</p> <p>Discussion took place about skills and further education, and post 16 opportunities.</p>	
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6. Interim Data Collection Request

<p>AC reported that the date has been moved to January to make sure that the schools are happy</p> <p>DW expressed concerns that January data collection is possibly late.</p> <p>SPSG have been asked to give a steer to AC regarding timescale of the data collection – discussion took place regarding the timeline of the support offered.</p> <p>SPSG invited to express opinions what offers would be helpful to schools regarding school improvement. The offer is to schools that need support and intervention.</p> <p>SPSG agreed as part of Annual Visits to chase up on the data and explain what is the data being used for and discussion.</p> <p>NH advised of possibility that schools might view data collection in a different light and it needs to be rephrased – partnership arrangements, openness and sharing and perception – repackaged and resold?</p> <p>DW suggested every year the school invest in year 6 – revision guides, CGP, preparation year 6 cohort.</p> <p>Viable funding options for schools to be offered – discussion took place regarding options.</p> <p>AC to follow this up with an email to LLEs and send the offers and options around.</p>	
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7. Annual Visits 2018

Update from Amanda Champ

<p>AC gave update – Response and reaction to Primary Annual Visits – schools were able to pick the allocated LLE from the pool. AC reported positive response to the option.</p> <p>AC gave update on schools that did not engage and pulled out.</p> <p>AC advised the school visits going to be done a bit different – as the visits come in, the support will be brokered so the schools are not waiting instead of having all the school visits completed and then putting in the support.</p> <p>AC advised we are looking to recruit new LLEs – possibility to work across boroughs.</p> <p>BM and AC to liaise regarding the visits out of the meeting and bring back to SPSG.</p>	
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BM to liaise with Diocese regarding the schools not engaging.

8. SEND Risk Register – Primary and Secondary

Attainment and progress

BM reported on SEND inspection - outcome not public yet will share with SPSG once in public domain

Data team pulled together risk register for the SEN schools – Document discussed. Number of cohort to be included.

AC – currently working on assessment support package with Jackie Mullan – the schools will be approached that had the most issues regarding the assessment of pupils.

SEN schools to be included in the annual visits this years. Julie Hollingsworth will be conducting the SEN annual visits.

9. Meeting with RSC and staff

BM, Simon Leftley and Amanda Champ

Met with DfE – Sue Baldwin, Clare Mycock,
BM reported on the meeting – positive meeting, place planning, reading drive, supportive of collaboration regarding the three secondary schools,

BM raised the non-attendance of DfE. Dates of SPSG have been provided and will be circulated again.

BM advised LA invited all the CEOs/Headteachers and DfE to a joined meeting regarding issues and challenges of the three vulnerable schools and support needed.

BM to report at the next meeting what will be happening regarding support and actions.

RE Agreed Syllabus Launch

Launch will take place in early December.

AOB

Imminent Ofsted inspection -

Inspection hit list –SPSG discussed schools that are likely to be inspected shortly;

Porters Grange

Blenheim

Friars

Hamstels

Hinguar

Thorpedene

Darlinghurst – from Dec 18 onwards

Belfairs from Nov 18
Cecil Jones – June 19

JK to ask Rachel Marshall to send out the list of the new heads and academies.

BM to share summary hit list with the heads at the schools.

NH – discussion took place regarding different inspection. Non inspection of the outstanding schools for years, difference of section 5 and section 8 inspection. Lot of issues that are coming out. Disquiet amongst the schools and unfairness of the inspection and different frameworks.

Letter from LSCB

All to need to look at and return back. It is important that is enforced and all need to comply. Undertake your own due diligence about the files on pupils.

New post – head of school provision and performance.

Restructure took place, advert going out after internal recruitment has not been successful.

Annual Conversation with Michelle Winter – BM AC and Simon Leftley are meeting with Michelle on Thursday

10. Next Meeting

Minute:

CHAIR _____ **DATE** _____

VULNERABLE LEARNERS SUB GROUP MINUTES

28th November 2018 8:00

Tickfield Centre



CHAIR	Julia Jones – Headteacher - Barons Court
ATTENDEES	Lesley Yelland - Early Years SBC, Tom Dowler - Operational Performance & Intelligence Team SBC, Julie Hollingsworth - SEN SBC, Cathy Braun - SBC, Debbie Butcher, Wendy Hackett-Team Manager Youth & Connexions , Mark Aspel – Parallel Learning Trust, Annette Turner - Head YMCA, Andrea Esp - Assistant Head for Inclusion Hamstel Infants, Sarah Greaves - Headteacher of Southend Virtual School for CLA, Jackie Mullan - SEN Trust Southend, Brin Martin - Director of Learning SBC, Steve Cornwall - Social Care Representative SBC.
APOLOGIES	Amanda Champ, Gary Bloom - Head of SEND SBC, Mark Jordan.
INVITED (DID NOT ATTEND)	Tracy Foster - stepped down.

WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

DISCUSSION

Brin Martin welcomed everybody and introduced the new Chair of the group – Julia Jones.

JJ opened meeting – proposed actions for the group

- To review membership of the group
- To agree TOR

A review of the membership of the group was implemented and it was agreed that representation would be requested from EWMHS and Health services.

Minutes of the past meeting/matters arising

- Steve Cornwall joined the group as Social Care representative. Discussion took place on whether there is a need from Health to join VLSG – BM to contact health to ask for nomination for membership. BM advised cross border co-ordination with health has been identified for improvement.
- CB – medical referrals – update given - Explained processes and complex issues.
- PLT – reports are being written and all events, activities and training to be providing on the weekly SLN newsletter.
- SG attachment training – looking whether we can do attachment lead school/ Carol Compton doing similar training and it was agreed that we need a joined approach – SG meeting with Carol Compton this afternoon and will be looking into it, aligning services – providing feedback at the next meeting. Attachment provision will then be reviewed through the Local Offer across Southend.

ACTION ITEMS

PERSON RESPONSIBLE

BM to contact Health service to ask for nominees to join the VLSG meeting.

BM

SG bring back attachment training information to the next meeting.

SG

VULNERABLE LEARNERS SUB GROUP MINUTES

28th November 2018 8:00

Tickfield Centre



2. ANNUAL PLAN

DISCUSSION	
<p>The group was invited to map out/ identify items to be included on the Annual Plan. Focus of what we want to look at and what information needs to be received before the meetings was focused upon and it was agreed that members would discuss the actions of the action plan in the next meeting. Strategic items to be brought forward and discussed at future meetings. List with actions to go through – action plan to be devised.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<p>The group will come back with suggestions for the annual plan. Actions of the LAs and partners BM to review the list – all to contribute items via Brin so that plan can be shared at the next meeting. JK will collate the plan. BM to go through the annual plan, devise proposed action plan with accountabilities and timeline when brought to the next meeting.</p>	<p>BM JK BM</p>

3. SEN Strategy in Southend

DISCUSSION	
<p>BM provided an update on the SEND inspection. With the final report available mid December. The LA have received the factual check draft report – factual accuracy check has been submitted 14th November. BM gave quick overview of the inspection and headline findings - Local offer not fit for purpose, joint commissioning not joined up, student and parent voice not systematically built in with our work, reduced timetables require review. Overview of vulnerable families- concerns expressed that when submitting referrals little is known what is happening to them outside of the organisations working in partnership with them. WH – explained about referrals – once referral is done front door assigns priority, referee is not advised – WH to liaise with Victoria how the front door is managed – processes and how the referrals are handled to ensure that all agencies are contributing to an effective partnership process.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<p>Action from the Inspection relevant to the VLSG - Work jointly with agencies where there is crossover of services for vulnerable pupil. Working together and share knowledge. WH to invite Victoria to the next meeting to explain processes. Victoria to prepare flow chart process how referrals are going through the system and to share with the group for discussion and dissemination across agencies. Wider conversation to be had – at the next meeting – invite colleagues from other agencies – social care colleagues to explain referral process and cross agency working practices. Personal Budget – BM is meeting with Gary Bloom – update group at the next meeting – annual plan, Transition – update to be put on annual plan – Gary will report at the next meeting regarding transitional arrangements across all key stages and beyond.</p>	<p>WH Victoria Pallen BM BM GB</p>

VULNERABLE LEARNERS SUB GROUP MINUTES

28th November 2018 8:00
Tickfield Centre



4. ACCESS AND INCLUSION

DISCUSSION	
<p>CPP and CIN plans – social care lead to report on, how outcomes and actions are evaluated. A robust discussion regarding data was implemented at the meeting and it was agreed that a review of data is needed and what the action is it is going to be related to, gaps will be identified through a joint needs assessment. The VLSG asked for dashboard/existing data set – the next meeting will look at the data held in detail and scrutinise what actions can be done by VLSG group. BM to have conversation with TD outside of the meeting – expanding what we need and will share at the next meeting. SG highlighted data collection for virtual schools – form used and data collated- TD advised it has not been as successful this year but will be going forward. A priority for Virtual school for signposting of services through the PEP mandatory process is being implemented</p> <p>Mark Aspel – Report due in January and the Spring meeting. The last report will be produced for early September.</p> <p>CME – CB end of year report produced for the last meeting. CB gave headlines update – quick overview of the ongoing work – small gaps of learning, action came from LSCB whether we know all the vulnerable learners and where they are identifying support received and challenging insufficient education happening. CB advised 81% schools have responded in the safeguarding matter – with the LSCB currently chasing the remaining schools, LSCB have requested information – if not received DfE can step in and ask for information. BM advised the group LSCB written to all schools regarding transfer of pupil files – LA collating responses and will be following up.</p> <p>NEET stats – WH circulated report with the October statistics. Discussions were implemented and WH explained what happens with ‘unknowns’ – personnel implement a thorough follow up and ensure they know the whereabouts about the young people – crosschecking and working with every agency. WH stressed that it is important to note that young may not want to engage and do not want to share the information. WH advised the group she had met with the new Mental Health lead – discussion had focused on vulnerable young people needing support – it was agreed yesterday working between teams how to support parents and young people with mental health needs whilst they are in year 10-11 – possible non diagnosis and something to focus on as a future piece of work to ensure appropriate signposting.</p> <p>EHE group – WH advised the an area for future consideration could be to contact all students which are in year 11 – invited young people to career events, in depth information given about work taking place with students/young people engagement. BM – informed the group of a presentation he had received from the youth council about Mental Health services – IT/Software solutions that can help – with an interactive capacity. BM will further investigate these and report back on this.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<p>BM to liaise with TD outside the meeting identifying what Data is needed and asked for.</p> <p>TD to provide existing data set and dashboard for group members to review the information currently held.</p> <p>MA to provide the PLT report to the meeting in January.</p> <p>CB to share LSCB report draft with VLSG at the next meeting.</p> <p>CB & MA to liaise outside of the meeting about Homelog.</p> <p>SG put on annual plan priority for Virtual School</p> <p>CB to ask Kim Holmes to report on EHE last term to share at the next meeting in January.</p> <p>CPP and CIN plans – social care lead to report on – SC to update the group at the next meeting regarding evaluating outcomes.</p>	<p>BM/TD</p> <p>TD</p> <p>MA</p> <p>CB</p> <p>CB/MA</p> <p>SG</p> <p>CB</p> <p>SC</p>

VULNERABLE LEARNERS SUB GROUP MINUTES

28th November 2018 8:00

Tickfield Centre



AOB

DISCUSSION	
<ul style="list-style-type: none">BM – highlighted to the group the work of the Violence and Vulnerability group –promotions have been implemented around the town. Next phase is targeting specific schools and a clear action plan has been devised. It was highlighted that any concerns regarding this method of exploitation should be reported immediately and if there are further concerns or issues that BM should be contacted.	
ACTION ITEMS	PERSON RESPONSIBLE

DATE FOR NEXT MEETING
<ul style="list-style-type: none">23rd January 20196th March 2019