

# Public Document Pack

## Southend-on-Sea Borough Council

### Legal & Democratic Services

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22 March 2019

## EDUCATION BOARD - TUESDAY, 26TH MARCH, 2019

Please find enclosed, for consideration at the next meeting of the Education Board taking place on Tuesday, 26th March, 2019 at 8.15am, the following report and Sub Group Minutes that were unavailable when the agenda was printed.

Agenda No	Item
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6	<b><u>Public Duties</u> (Pages 1 - 4)</b>
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Report attached

9	<b><u>Report back from Sub Groups</u> (Pages 5 - 16)</b>
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(a) SPSG – minutes attached

(b) VLSG – minutes attached

(c) RSG – minutes attached

Robert Harris  
Ed. Board Clerk  
Principal Democratic Services Officer  
Legal & Democratic Services  
Southend Borough Council

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# Report on Public Duties and Trade Union Time Off Funding Arrangements

## **Introduction**

Historically the Schools Forum set aside money each year to provide a fund to reimburse all Maintained Schools within the Borough for the cost of allowing staff to have paid absence to undertake Public Duties (usually Jury Service or sitting as a Magistrate) and to undertake Trade Union activities in work time in accordance with the Facilities Agreement for Schools.

## **Funding Source**

This money was from pooled de-delegated funds which otherwise would have been paid to individual schools. At Schools Forum meetings in 2012, Academy representative colleagues joined with LA School colleagues in voting to retain (continue to 'de-delegate') to this central fund and this was therefore taken 'automatically' from their annual budgets.

From September 2012, however, the new school funding formula no longer allowed the de-delegation from Academies of those funds. Academies were therefore asked by the Chair of the School Forum at that time whether they would voluntarily contribute to the fund at a cost of 64p per pupil (this rate has not been increased since).

The situation now is that whilst the remaining Maintained Schools continue to contribute to the fund (at a cost of £1.00 per pupil), only 2 Academies have opted to voluntarily pay into the fund and to therefore have the ability to claim from it. These Academies are Southend High School for Boys and St Bernard's High School, both still at a cost of 64p per pupil.

## **Administration of the fund payments**

HR have never been budget holders or monitors of this money and there are no resources available within HR to do any more than check that any claims received meet the basic criteria and then pass them on to Finance for payment.

## **Current funding and expenditure**

For some years there have been no claims to reimburse schools for the cost of their staff taking agreed time off to undertake public duties. This may be because part-time staff undertake public duties outside of work time, jurors lost income is paid by the courts, or there is a lack of awareness of the availability of reimbursement.

The principal reimbursements from the fund are therefore for the cost of time off to undertake trade union duties. This too is limited as to who is actually reimbursed in that there is a national officer for a teacher union whose cost of time off is regularly reimbursed, but no other teacher union claims have been submitted recently. The fund is also used to offset the cost of the UNISON Borough officer who undertakes work with their non-teaching members in schools because there are no representatives working from those unions at schools who could undertake that work. £8,000 was allocated for UNISON for 2018/19 on that basis.

The result of the reduction in the number of Maintained schools, and therefore the associated income, is that their payments to the fund for 2018/19 reduced to £8,070. (now £5,538 in 19/20) In addition there will be income of less than £2,000 (based on

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2017/18) from the two Academy schools which have 'bought in' to the arrangements. The total fund will therefore be less than the anticipated expenditure for 2018/19, continuing into 2019/20 which requires mitigating actions.

### ***Future funding and expenditure***

The Education Board will clearly now want to consider the issues with the funding arrangements for 2019/20 and some options for changes are set out later in this paper. Given that expenditure is currently entirely on Trade Union activities, a brief reminder of the Facilities Agreement and the current use of facilities time are set out below.

### ***Facilities Agreement and legal requirements***

The Trade Union Facilities Agreement for schools gives an allocation of a number of days of paid time off per academic year, set out in accordance with the number of members in that particular recognised trade union - NASUWT, NAHT, ATL and NUT teachers unions, and UNISON and GMB (ATL and NUT are now combined into NEU but there has been no discussion of how that may affect their allocation). In addition there are other facilities. The input from UNISON and GMB to schools is, however, almost entirely by Borough officers rather than school-based representatives.

In practice there have been no queries or concerns in recent times from any school covered by the agreement - Maintained School or the two Academies who have 'bought in'. It appears that these schools are coming to local arrangements, probably 'as and when necessary', to give any teacher union representatives in their school reasonable paid time off if this occurs at all - it is possible that in most schools routine trade union activities, such as circulating information or having informal discussions with a member, is undertaken at lunchtime or after school. Where more formal situations occur, such as representing a member at a Sickness Contractual Review, it seems that teacher trade union Regional Officers will attend.

With regard to non-teaching staff, the GMB Borough officer (funded from the Council) appears to be supporting members in schools across the Borough and this means there is therefore no cost to schools and no need for a claim for reimbursement for the absence of representatives employed at the school. The UNISON Borough officer, who is part-funded from the Council and part funded from the fund, is also active in undertaking work with their non-teaching staff members in schools, and these include at least some recently converted Academy schools which have not 'bought in' to the Public Duties and Facilities Time arrangements.

It would be anticipated that where an Academy or MAT does not 'buy in' to the arrangements then each of the teacher trade unions and GMB and UNISON would have, or will seek to come to, an agreement which will cover recognition for collective bargaining purposes and a facilities agreement with that Academy or MAT. Whether they pay into the fund or not, Academies will inherit any recognition granted before conversion unless they have formally withdrawn this since. Where a trade union is not recognised by an employer, employees have no statutory right to time off to undertake any duties except that of accompanying a worker at a disciplinary or grievance hearing.

### ***Options going forward***

Given that the expenditure for 2019/20 is expected to exceed the funds allocated by the Education Board and that the number of Maintained Schools is likely to decrease further in future, the current situation does not seem sustainable.

The Options going forward would seem to be:

**1. Increased charges to 'buying in' Academies/MATs and to Maintained Schools in order to increase the size of the fund**

- This is likely to be resisted by schools given the financial pressures upon them (and Maintained have been capped at £1.00 per head, and it may be seen that this is unfair that they continue to further subsidize conversions to academies who pay 64p)

**2. Increasing the sign up of Academies and MATs so that a significant number contribute**

- This would increase the fund available but would it also increase awareness that it could be called upon for reimbursement?
- It is likely that some form of 'cap' on an individual school's reimbursement would be needed to avoid any increased requests for reimbursement exceeding the availability of the fund (even after increased payments into the fund), but how would this be set and what resources are there to administer it?
- Signing up to the fund arrangements would avoid the need for separate discussions or negotiations by an Academy or MAT with each trade union on facilities and paid time off for TU activities for any staff representatives employed by the Academy or 'bought in' to represent members when formal meetings are held with staff

**3. Cease the option for non-Maintained Schools to be part of the arrangements**

- Academies and MATs would not be able to buy in to the fund or take money from it and they would therefore not be reimbursed for their staff having paid time off for public duties or trade union duties
- Maintained Schools would still contribute through de-delegation and would be able to request reimbursement of paid time off for their staff on appropriate public duties or trade union activities
- Given the Maintained Schools will be more likely to be aware of this because it has now been raised, it is likely that some form of 'cap' on an individual school's reimbursement would be needed to avoid any increased requests for reimbursement exceeding the availability of the fund, but how would this be set and what resources are there to administer it?
- The reduced income to the fund (no Academy buy in at all and a reduced number of Maintained Schools) means that there would be clear implications for UNISON as this would probably mean that they would not be able to sustain their 'full time' officer on the 'combined' hours they are currently working for the Borough and for Schools

**4. Cease the arrangements for reimbursement completely**

- This would mean Maintained Schools would no longer pay into the fund and Academies would not be able to buy into a central process
- There would be clear implications for UNISON who would not be able to sustain their 'full time' officer on the hours they are currently working if this schools funding is no longer available
- The remaining Maintained Schools within the Borough would still collectively have to give some paid time off if the Facilities Agreement is unchanged (for example for any particular union in the band 'up to 200 members' across the

relevant schools there is a minimum allowance of 10 days per academic year) but this would not be reimbursed

- All schools which recognise Trade Unions will continue to have to grant paid time off if this falls under the statutory provisions

**ALSO FOR OPTIONS 1 to 4:**

- What administrative arrangements need to be set up to ensure the appropriate authorisation and records of reimbursement of public funds?
- Should the arrangements to reimburse for the Borough UNISON officer going into Maintained schools and Academies that 'buy in' to the scheme continue?
- If these arrangements are to continue then there may still be a need to address the issue of 'subsidising' UNISON going into Academies who do not 'buy in' – should the amount allocated to that union from the fund be reduced and, if so, how would this be calculated?

21<sup>st</sup> March 2019

# Southend Education Board, Resources Sub Group (RSG)

5<sup>rd</sup> March 2019, 4.00-5.15, Southend High School for Boys

## DRAFT Minutes of the meeting

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Membership of the sub group for Resources	(Draft, nominations received) representation
3 nominations from the Education Board (Headteacher/governor)	Robin Bevan (secondary) CHAIR Maurice Sweeting (SECAT, governor) Niki Bannister (primary, governor)
4 other members nominated from the four associations	Will Hill (primary) Paul Hayman (secondary) Jackie Mullan (special) Anthony McGarel (governor)
1 school business manager nominated from Board	Simon Oxenham (SHSB)
Council Officer representation as required for the papers	Paul Grout (Senior Finance Business Partner) Gary Bloom (Head of SEND)  cc. Brin Martin (Director of Learning)

Time	Agenda item	Decision? Action
4.00	Membership Apologies  Council officer representation as required for papers  Officers present:  Paul Grout Gary Bloom	Niki Bannister (given at the last meeting)
	Membership Vacancies	None
4.05	Minutes of the last meeting 03.12.18	No amendments.  However, <b>Maurice</b> will bring to the attention of Brin prior to the next EB board, the item of "public duties" support, in relation to current academy buy in, and refresher of what they are buying in to.
4.10	EB Paper - DSG 2019/20 and future years application of Growth Fund  DRAFT paper presented by Paul Grout	Paper amendments agreed:  <b>Paul G</b> to action:  Amend recommendation 2.3, to a minimum tolerance of 10% for

		<p>primary and secondary schools compared to revised growth funding allocations, as opposed to a single amount for both.</p> <p>And bring out within the body of the paper the no. of new classes this is expected to apply for from Sept-19 to primary and secondary.</p>
4.30	<p>Detailed High Need Budget 2019/20 allocation - discussion item.</p> <p>RSG paper only - including latest 2018/19 forecast position &amp; updated DSG forecast balances</p> <p>(Paul Grout / Gary Bloom officer leads)</p> <p>The EB DSG High Need Detailed 2019/20 budget paper will now be presented at the Jun-19 EB board (following the RSG 20/05 meeting)</p>	<p>Discussion item, on the principle funding approaches for 2019/20 High Need allocations.</p> <p>RSG group recognition, in relation to the needs of balancing a number of funding items for High Needs, and therefore by allowing this delay will provide a more informed final detailed budget allocation paper to be presented at the June EB board. (This also then times the paper with the previous 2 years presentations, and special schools are aware and accepted this delay for their own budget planning from Sept-19).</p> <p>Note – <b>Gary/Jackie</b> specific update provided. "The paper has also been delayed due to responses required for the SEND inspection, and the high need placement panel taking place later than previous years."</p> <p>It also needs to be recognised, that the final DfE final place fund allocation for any special free school is not announced by the DfE until March. Therefore an unhelpful delay, to cast final and available budget allocations.</p> <p>Actions:</p> <p><b>Robin</b> asked that the Education Board receive a verbal update for the reasoning of delay to the paper, with recognition of the valid and helpful reasons for delay. <b>Maurice</b> to request Brin places an item on the next EB board agenda for a verbal update by <b>Paul G</b> and <b>Gary</b>.</p>

		<p><b>Maurice</b> – will also request, a separate paper update to the Education Board, for progress in relation to the revised top up banding descriptors.</p> <p>It is anticipated that the banding descriptors will be ready early in the Autumn, so that a complete re-assessment of all pupils will be possible for the 2020/21 funding allocations.</p> <p>Officer's <b>Paul G</b> and <b>Gary</b> will also look to present at the next RSG group (as required) proposed options for balancing and recovering the high need deficit budget reserve by the end of March 2019, as previously agreed by the Education Board.</p>
5.00	<p>Date of next meeting:</p> <p>20<sup>th</sup> May 2019 (ahead of June EB date) – Southend High School for boys 4:00 pm to 5.30 pm.</p> <p>Next set of RSG 2019 Papers:</p> <ol style="list-style-type: none"> <li>1. Maintained and Academy end of year balance tables only - Christine Hickey (Officer Lead)</li> <li>2. DSG Final Outturn 2018/19 - Paul Grout (Officer Lead)</li> <li>3. DSG High Need budget allocation 2019/20 – Paul Grout / Gary Bloom (Officer leads) -30mins</li> </ol> <p>Future RSG meeting dates – Southend High School for boys 4:00 pm to 5.30 pm: 7<sup>th</sup> October 2019 2<sup>nd</sup> December 2019 6<sup>th</sup> January 2020 (if needed) 2<sup>nd</sup> March 2020</p>	
	Meeting close	

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# VULNERABLE LEARNERS SUB GROUP MINUTES

6<sup>th</sup> March 2019 8:00

Civic Centre, Committee Room 6



<b>CHAIR</b>	Julia Jones – Headteacher - Barons Court	
<b>ATTENDEES</b>	Lesley Yelland (LY) Early Years SBC, Tom Dowler (TD) Operational Performance & Intelligence Team SBC, , Julie Hollingsworth (JH) SEN SBC, Cathy Braun (CB) SBC, Debbie Butcher (DB), Wendy Hackett (WH) Team Manager Youth & Connexions, Annette Turner (AT) Head YMCA, Sarah Greaves (SG) Headteacher of Southend Virtual School for CLA, Lisa Clark (LC) Head Hamstel Infants, Gary Bloom Head of SEND SBC; Lisa Clark Headteacher – Hamstel Infants; Margaret Wall – Transition Manager	
<b>APOLOGIES</b>	Amanda Champ; Steve Cornwall (SC); Jackie Mullan; Mark Aspel; Brin Martin	
<b>OTHER ATTENDEES</b>	Angela Ejoh (EMWHS); Kirsty Edmunds; Jane Arnold; Helen Rudman	

## WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

<b>DISCUSSION</b>	
<b>Minutes of the past meeting/matters arising</b> Minutes agreed as a true representation of the meeting held on 23.01.19.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"> <li><b>BM to follow up request for EWMHS Representative</b> – Angela Ejoh attended the meeting. <i>Action complete.</i></li> <li><b>SG to bring attachment training information to the next meeting</b> – Sarah shared with attendees the action plan and attachment training which was being shared with providers. This included training provided through the Safe to Learn, Attachment aware schools and EMWHS. It was agreed that this training would be shared on SLN in subsequent weeks. <i>Action complete.</i></li> <li><b>BM to meet with JJ regarding annual plan</b> – BM and JJ have met and devised that annual plan which will be shared with attendees at the meeting as a further agenda item. <i>Action complete.</i></li> <li><b>SC to ask CC to attend next meeting re Early Help Front Door/referrals</b> – Early Help to share information of Early Help referrals with attendees at the meetings as a further agenda item. <i>Action complete.</i></li> </ul>	BM  SG  BM/JJ  SC

## 2. EARLY HELP PRESENTATION

<b>DISCUSSION</b>
<p>Questions were submitted from committee members to the Early Help prior to the meeting to provide specific professional dialogue between members and agencies. Helen Rudman presented to the committee.</p> <p>Questions raised by committee members focused on thresholds for accessing services; monitoring of outcomes and impact of services on pupils and families with a particular focus on non-statutory services; communication processes and procedures between agencies; closure structures and processes; information sharing with adult services; school attendance.</p> <p>HR gave an overview of the Early Help service and invited members of VLSG to contact her directly if they would like a follow up on any individual cases and the process, procedures and support provided. Members of the</p>

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VLSG asked for clarification how schools could refer to Health – HR advised there is no route through Early Help to refer to the LightHouse – work currently ongoing with Ross Gerrie addressing this, education professionals reinforced their concerns on how referrals are currently not being received due to inconsistent messages which are offered. It was agreed that the Chair of the clinical group will be invited to the next meeting to provide an update on the group to the current work being implemented within the area of referrals to health services. Angela Ejoh advised the committee that there is the possibility of school referral through school nurses and through GP referrals, however challenges were discussed regarding GP referrals and issues raising concerns for vulnerable learners.

The work of St Lukes Community Hub was discussed and HR advised the committee of the centre and the work that is going on – Two community workers are based at the hub making referrals – no referral necessary to come to the hub – offering whole range of support, this is continuing to be disseminated to agencies throughout the local area. Processes for communication were discussed in detail and it was confirmed that closure reviews should ensure that the referring agency should be notified and it was agreed that HR would share this with the Early Help team following advice that this was not currently being implemented formally.

Following the presentation from Early Help colleagues and the professional dialogue within the meeting it was agreed that the VLSG would like further updates on the following agencies and processes for vulnerable learners:

- a) Social Care to lead a presentation on CPP and CIN plan evaluations and monitoring outcomes and to share threshold and referral processes and procedures with the committee.
- b) School attendance officer to present current attendance figures across schools to help access and evaluate the attendance of vulnerable learners.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>JH to invite Chair of the Clinical Group to the next meeting (Taz Syed)</li> <li>JK to send out HR presentation to members of the committee.</li> <li>Closure reviews – referring agency should be notified of this and HR will take back to the team to advise this is not happening formally.</li> <li>JH to invite social care to the next meeting for a presentation to committee members.</li> <li>School attendance officer to be invited to the next meeting for a presentation to committee members.</li> </ul>	<p>JH JK</p> <p>JH JH</p>

## 3. SEND Strategy in Southend

DISCUSSION
<p>GB provided an overview of the SEND strategy in Southend and the ongoing work.</p> <p><b>Personal Budgets</b> – GB circulated a document which clarified what a personal budget is and the general guidance on how this can be spent. The general guidance has been updated by the SEND team and will be available for sharing across partners in the near future. A discussion was implemented on the challenges around monitoring what a personal budget is used for and the difference between home education and home tuition was explained. It was clarified that the Local Authority SEND are not providing personal budgets for unregistered providers.</p> <p><b>Transition Report</b> – MW presented to the committee. It was agreed the document needs to be updated and WH advised of similar work going on within connexion. MW and WH will liaise together to update the route map – WH advised the service is also looking at providers and getting the information up to date so any young person can access. GB invited members of the VLSG to email him or MW with any additional questions they might have regarding the transitional arrangements at this time.</p> <p><b>SEND Dashboard</b> – The VLSG members were presented with the static dashboard for EHCP pupils across the</p>

# VULNERABLE LEARNERS SUB GROUP MINUTES

6<sup>th</sup> March 2019 8:00

Civic Centre, Committee Room 6



borough and were invited to raise questions and observations to the data team. It was agreed at the meeting that this provided a useful overview of current vulnerable groupings and it was agreed that further dashboards at subsequent meetings provided an overview for all members of the committee.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>MW and WH to work together on the new Transition report for SEND and updating Southend connexion website with information.</li> <li>TD and BM to meet to produce a report regarding the breakdown of referring agencies to Early Help and Social Care to present at the next meeting.</li> </ul>	MW/WH  TD/BM

## 4. ACCESS AND INCLUSION

DISCUSSION	
<p><b>Children Missing Education</b></p> <p>JA and KE presented the evaluated guidance for Children Missing Education for the VLSG to agree. Questions were raised to the group regarding the guidance on Moving Abroad and CB advised of the outcome from the LSCB audit which highlighted some inconsistencies in referrals from schools when children moving out of the country. The guidance clearly states the processes and procedures which schools are required to follow and JA advised the service implements border agency and council tax checks and invited the group to email her with specific cases they might be aware of which they would like to discuss in further detail. The VLSG also asked the document to be amended to show relevance to nurseries and the systems and processes to be followed. The VLSG signed off the document with the agreement of the amendments outlined above.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>Child Missing Education Guidance to be amended to be also relevant to nurseries with a specific focus on below statutory school age pupils.</li> </ul>	KE/JA

## 5. ANNUAL PLAN UPDATE

DISCUSSION	
<p>JJ circulated the document to all members of the VLSG committee. Members discussed the annual plan with regards to:</p> <ol style="list-style-type: none"> <li>Questions being provided to relevant presenters to the meeting in advance to ensure informed, strategic, professional dialogue.</li> <li>Consistency of meetings and attendance and mapping external visitors to the meeting as a next step action at the end of each meeting.</li> <li>Data requirements and the sharing of key data patterns and outcomes.</li> <li>Issues with IT systems</li> </ol> <p>VLSG agreed the Annual Plan.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
There were no further action items identified at the meeting.	

# VULNERABLE LEARNERS SUB GROUP MINUTES

6<sup>th</sup> March 2019 8:00

Civic Centre, Committee Room 6



## AOB

Angela Ejoh has been invited by BM to discuss commissioned Mental Health Services (EWMHS). – Angela advised on updates of development . She advised there is little activity from schools and invited VLSG to share ideas on how to make schools more aware of the service. FCAMHS – AH gave overview of the service – where there is no need for parental consent to contact the services and the service is now offering a telephone consultation for all Southend Schools VLSG agreed the information will be shared on Southend Learning Network newsletter going out weekly to engage the schools with the work of the service and it was agreed that AE will send out information about the services to VLSG members and local schools.

## ACTION

- AH to share information with VLSG and contact Services for Schools Team to get featured on the SLN network.

## Date of the next meeting :

20<sup>th</sup> May 2019

## School Performance Sub Group

Minutes of the meeting of the SPSG held at the Civic Centre Committee Room 6 5<sup>th</sup> March 2019

Board Members Present) ; Neil Houchen (NH); Darren Woollard (DW); Maurice Sweeting (MS);; Amanda Champ (AC); Jim Johnson (JJ); Maurice Sweeting (MS) Jerry Glazier (JG) Union,

**1. Apologies, Welcome and introductions if required**

Tim Barrett; Brin Martin

Welcome from the Chair – Neil Houchen

**2. Notes of the last meeting, matters arising**

Minute: discussed and agreed

<b>Matters arising –</b> All matters covered by Agenda	<b>Action</b>
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**3. OFSTED UPDATE**

Minute: Update on inspection and SPSG congratulations on outstanding and good results.

<b>Ofsted outcomes –</b>  Eastwood Academy –achieved Outstanding in all categories Porters Grange – Good YMCA – section 8 inspection March 2019 not public yet Cecil Jones Academy – Safeguarding inspection – no concerns  AC advised LA offered support via Annual Visits to schools that are likely to face the inspection. In depth discussion took place at the Directors Briefing.  AC will email list of schools likely to be inspected to SPSG according to the ‘hit list’.  <b>New Ofsted framework –</b> discussed change in focus and implication for schools. SPSG to review development areas in order to check we are offering relevant support. Quality of teaching, middle management and safeguarding are common themes. Considered how the new framework suggestion of regional schools Commissioner offering support to schools requiring improvement with intensive support being offered to those receiving two ‘requires improvement’ inspections and how that works with our current offer/ model of support. As regional schools Commissioner holds a place on the education board and school support sub group, it was decided that this could be addressed through mutual agreement as part of the board.  Focus on pupils in alternative education – safeguarding responsibility /clarity about the contact and monitoring.	<b>Action</b>
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<p><b>IDSR – (removal of floor targets and coasting schools )</b></p> <p>AC advised Regional Commissioners office will be approaching coasting schools direct.</p> <p>SPSG to agree plan of strategy working within the new rules and requirements –</p> <p>Co-ordinated approach with Commissioners Office – it was agreed AC will draft a letter on SPSG behalf advising of our desire to work together with RCO to achieve positive outcomes for Schools, document sharing and representation at meetings.</p>	
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## 6. ANNUAL EDUCATION REPORT

<p>Document circulated – will be presented at Cabinet on 12<sup>th</sup> March</p> <p>Discussion took place – SPSG group agreed the document is easy to understand in a relevant engaging form.</p> <p>SPSG approved.</p>	
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## 7. School Performance Matters

Update from Amanda Champ

<p>The Group has been advised there has been an appointment to the Head of School Performance and Provision position – Amanda Champ will take on the role substantively. Congratulations from SPSG</p> <p>Cecil Jones academisation – delayed. Loxford Trust undertaking due diligence prior to taking over. SPSG remain committed to ensuring improvement work. AC announced that Cecil Jones will be part of bigger secondary school project for the three vulnerable secondary schools – Chase, Southchurch and Cecil Jones.</p> <p>Primary annual visit -AC gave update on delivery of Annual Visit and subsequent support offer. Issues discussed around changing the format. AC would like this to take place in the summer term so that support is ready for the Autumn. SPSG agreed. SPSG agreed to form a working party to consider changes to the school improvement strategy which would include the delivery and purpose of annual visit.</p> <p>Special schools annual visits – changes to the strategy made this year to reflect a more inclusive offer. Summary document circulated. Brief outline of the primary report – not complete yet – SECAT schools not come back yet . MS to check with Ruth today. Couple of schools still not engaging Julie Hollingsworth undertook the visits, all schools engaged – looking to outsource visits in the future.</p> <p>Secondary schools visits –Three secondary schools engaging including one the most vulnerable schools. SPSG discussed concerns with regard to the most vulnerable schoolAC informed the group that the local authority had raised the matter with Sue Baldwin and regional Commissioners office</p>	
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<p>.</p> <p>Discussion took place about strategic plan / performance strategy review and issues around the annual visits. It was agreed that AC will attend SOPHA meeting on 1<sup>st</sup> of May to provide the contents of the offer.</p> <p>AC advised the strategy and the offer is being currently re-written – possibility of consultation. Proposal to have two strategies, programme for all schools</p> <p>Discussion took place about the offer AC rewriting the offer and strategy – AC requested working group to consult on document. SPSG agreed – JK to set up meeting in April.</p>	
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**8. School to schools**

<p>AC advised of available funding for the school to school support in line with Southend 2050 vision.</p> <p>SPSG was advised an outcome based commissioning proposal has been written looking at specific outcomes that have been identified. AC will share the document at the next meeting.</p> <p>In addition, AC announced that £100,000 had been approved by Cabinet to support the development of the three vulnerable secondary schools. The local authority will be seeking match funding from the DFE to support the schools and the school improvement journey.</p>	
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**9. SPSG annual Plan**

<p>SPSG Annual plan – discussion took place. JK to send round terms of reference to the group and SPSG to think of standing items/ items for discussions to contribute to the annual plan.</p> <p>SPSG annual plan item on the next meeting agenda.</p>	
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**AOB**

<p>DW – note that Tim Barrett retires at the end of this term – New member to be appointed.</p> <p>MS advised Education Board is reviewing the membership of the group, representation and formal request to consider. MS to report to EdBoard.</p> <p>DW - Expression of interest – autistic resource base –. MS advised there has been quite a good interest – significant amount of money is available in funding BM will follow up directly with Darren and other parties who expressed interest. AC to mention to Gary – and ask for it to be brought up at the VLSG</p>	
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**10. Next Meeting**

Minute:

**CHAIR** \_\_\_\_\_ **DATE** \_\_\_\_\_