

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



CHAIR	Sarah Greaves (SG) Headteacher of Southend Virtual School for CLA	
ATTENDEES	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) Early Help, Wendy Hackett (WH) Team Manager Youth & Connexions , Tracy Foster (TF) AHT Belfairs Academy , Mark Jordan, Mark Aspel; Annette Turner (AT) Head YMCA, Andrea Esp (AE) Assistant Head for Inclusion – Hamstel Infants, Marco safeguarding College?	
APOLOGIES	Lisa Clark HT Hamstel Infants, , Julia Jones Barons Court, Amanda Champ; Jackie Mullan SEN Trust Southend, Gary Bloom Head of SEND SBC, Brin Martin Director of Learning SBC,	
INVITED (DID NOT ATTEND)		

WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

DISCUSSION	
<p>Mark Jordan led tour of the school explaining provision and facilities.</p> <p>SG opened the meeting and thanked MJ for the tour.</p> <p>Welcome and introductions took place</p> <p>Minutes were agreed as a true representation of the meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<p>Early Years representation – BK taking to Education Board – will advise the group.</p> <p>MJ – advised the group that the School had problems with emails and were not aware of the date of the last meeting.</p> <p>Social Care Representative – SG has contacted John O’Loughlin to ask for a nominee from Social Care.</p> <p>All matters arising are on the agenda</p>	

2. PRESENTATION OF TERMLY REPORTS FROM PARALLEL LEARNING TRUST (PLT)

DISCUSSION
<p>It was noted PLT staff did not have access to computers throughout the summer, MJ would like to apologies for the lateness of the reports.</p> <p>Future reports will be sent out with the agenda for the group to be able to read and comment at meeting.</p> <p>Mark Aspel presented the reports. Group looked through the tabled documents. MA notified the group of the new ways of working, specialised teachers, different approaches to children. Reducing fixed term exclusion by holding them on site with learning.</p> <p><u>Attendance</u> – MA advised PLT is looking at appointing attendance lead and looking at strategy – hard to reach cases</p> <p>CB advised the information in reports is a massive improvement on information previously and thanked MA for the reports.</p>

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



MA to liaise with CB outside the meeting regarding referrals.

Outreach report – MA presented.

PLT is setting up joint working between Lambeth and Southend outreach team to bring the level of support to good line.

It was noted the Behaviour Network at Southchurch Road has been poorly attended – AE advised there was no advertising regarding the event

It was agreed that PLT website and communication to schools will need to be clear regarding provision and the outreach offer.

PLT advised of the weekly newsletter that goes out to schools and Southend Learning Network Website – AG offered the school half a page.

MJ to liaise with Alison Gellett.

PLT using Sleuth programme – discussion took place if schools could have a sight of the content. Discussion took place to take this forward. **MJ to look into it with MA.**

Medical Tuition – report presented. The need to increase awareness about the service discussed and accuracy of information needs to be the next focus. Provision on site

PLT advised they going through reorganisation structure done by the end of September, new SENCO has been appointed.

Presentation on Medical Tuition shown - Better marketing of the provision on website needed – **MJ aware and action ongoing.**

Concerns expressed possible duplication of services with CAHMS and Social Care – MJ advised PLT is planning on working closely with the agencies. MJ advised they are meeting with Ruth Baker regarding restorative justice.

ACTION ITEMS	PERSON RESPONSIBLE
MJ – all events and activities and training will be notified through SLN on Weekly Newsletter – CB to ask Alison Gellett to contact MJ CB to check who is referring children for medical tuition whether school or other agencies.	MJ CB CB
AE to email MJ information about previous referral to go through accuracy of the information received and exploring the processes in place.	AE
MJ to look through what the decision processes are when the medical tuition is agreed – medical tuition plan in place within 15 days – MJ to confirm to VLSG	MJ
SG to liaise with MJ about the attachment training and linking with SBC and Ed Psych – MJ to send link to SG.	SG

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



3. 17/18 KS4 OUTCOMES

DISCUSSION	
PLT outcomes - part of previous report discussed.	
YMCT - Annette – feedback from YMCA – report circulated overall results discussed.	
Virtual School for LAC – SG reported. Trajectory going the right way. We will see two sets of results. And really pleased with this.	
ACTION ITEMS	PERSON RESPONSIBLE
NA	

4. ACCESS AND INCLUSION – ACTIONS FROM PREVIOUS MEETINGS

DISCUSSION	
CB presented – further data provided as per queries at the last meeting - previous minutes actions.	
222 resolved enquiries – children reported as missing.	
CB gave breakdown – only 20 were not able to trace at all.	
19 unresolved this academic year.	
Lost pupil database – SBC advised DfE that once database is archived the tracking of children is lost however the database is still currently archived by DfE after a year.	
Reminded schools to make sure regulations and roll how you can remove the child from roll. All schools should report to LA all children removed from roll not just the ones gone missing.	
Template for Alternative Provision is being changed – collection for summer 2 went out to schools last week – sent out securely – data team are looking at better way of sending reports out – secure data report to all schools – finding better way of – sending at the moment secure email what has been sent to you last time and school just needs to amend what has been sent last time by the school.	
Also need 0 return back.	
New access lead staff – report progress next term	
ACTION ITEMS	PERSON RESPONSIBLE
New Access lead to present progress report at the next meeting in January	CB

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



5. ACTIONS TO BE BROUGHT FORWARD TO NOVEMBER MEETING

DISCUSSION	
ACTION ITEMS	PERSON RESPONSIBLE
Consultation on SEN personal budget and Home Education – Gary Bloom NEET – Wendy Hackett Information re educational outcomes within CPP and CIN plans – SG to liaise with JOL	GB WH SG

AOB

DISCUSSION	
CB – new Health and Justice project POWER – jointly funded with NHS and Criminal Justice board linking with LAs two year pilot. Emphasis is to work with families and children presenting to be at risk of permanent exclusion, criminal justice – CB waiting for referral criteria, CB asked them to link in with Mark Jordan. CB will share more information when she receives it. SG sense of moving forward – will share with the Education Board. Thank you for hosting at the Sutton House	
ACTION ITEMS	PERSON RESPONSIBLE
Mark Aspel to be put on the distribution list, Carol Sheern taken of VLSG distribution list	JK

DATE FOR NEXT MEETING

- 28th November 2018
- 9th January 2019
- 6th March 2019