

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

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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>

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4. ACCESS AND INCLUSION

DISCUSSION

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

Mark Aspel – Report due in January and the Spring meeting. The last report will be produced for early September.

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.

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.

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.

ACTION ITEMS

PERSON RESPONSIBLE

BM to liaise with TD outside the meeting identifying what Data is needed and asked for.
 TD to provide existing data set and dashboard for group members to review the information currently held.
 MA to provide the PLT report to the meeting in January.
 CB to share LSCB report draft with VLSG at the next meeting.
 CB & MA to liaise outside of the meeting about Homelog.
 SG put on annual plan priority for Virtual School
 CB to ask Kim Holmes to report on EHE last term to share at the next meeting in January.
 CPP and CIN plans – social care lead to report on – SC to update the group at the next meeting regarding evaluating outcomes.

BM/TD
 TD
 MA
 CB
 CB/MA
 SG
 CB
 SC

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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