

VULNERABLE LEARNERS SUB GROUP MINUTES

6th March 2019 8:00

Civic Centre, Committee Room 6



CHAIR	Julia Jones – Headteacher - Barons Court	
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), 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	
APOLOGIES	Amanda Champ; Steve Cornwall (SC); Jackie Mullan; Mark Aspel; Brin Martin	
OTHER ATTENDEES	Angela Ejoh (EMWHS); Kirsty Edmunds; Jane Arnold; Helen Rudman	

WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

DISCUSSION

Minutes of the past meeting/matters arising

Minutes agreed as a true representation of the meeting held on 23.01.19.

ACTION ITEMS

PERSON RESPONSIBLE

- **BM to follow up request for EWMHS Representative** – Angela Ejoh attended the meeting. *Action complete.*
- **SG to bring attachment training information to the next meeting** – 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. *Action complete.*
- **BM to meet with JJ regarding annual plan** – BM and JJ have met and devised that annual plan which will be shared with attendees at the meeting as a further agenda item. *Action complete.*
- **SC to ask CC to attend next meeting re Early Help Front Door/referrals** – Early Help to share information of Early Help referrals with attendees at the meetings as a further agenda item. *Action complete.*

BM

SG

BM/JJ

SC

2. EARLY HELP PRESENTATION

DISCUSSION

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.

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.

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

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

3. SEND Strategy in Southend

DISCUSSION
<p>GB provided an overview of the SEND strategy in Southend and the ongoing work.</p> <p>Personal Budgets – 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>Transition Report – 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>SEND Dashboard – The VLSG members were presented with the static dashboard for EHCP pupils across the</p>

VULNERABLE LEARNERS SUB GROUP MINUTES

6th 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"> MW and WH to work together on the new Transition report for SEND and updating Southend connexion website with information. 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. 	MW/WH TD/BM

4. ACCESS AND INCLUSION

DISCUSSION

Children Missing Education

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.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Child Missing Education Guidance to be amended to be also relevant to nurseries with a specific focus on below statutory school age pupils. 	KE/JA

5. ANNUAL PLAN UPDATE

DISCUSSION

JJ circulated the document to all members of the VLSG committee. Members discussed the annual plan with regards to:

- Questions being provided to relevant presenters to the meeting in advance to ensure informed, strategic, professional dialogue.
- Consistency of meetings and attendance and mapping external visitors to the meeting as a next step action at the end of each meeting.
- Data requirements and the sharing of key data patterns and outcomes.
- Issues with IT systems

VLSG agreed the Annual Plan.

ACTION ITEMS	PERSON RESPONSIBLE
There were no further action items identified at the meeting.	

VULNERABLE LEARNERS SUB GROUP MINUTES

6th 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 :

20th May 2019