

# VULNERABLE LEARNERS SUB GROUP MINUTES

21<sup>st</sup> May 2019 8:00

Tickfield



<b>CHAIR</b>	Julia Jones – Headteacher - Barons Court
<b>ATTENDEES</b>	Lesley Yelland - Early Years SBC, Tom Dowler - Operational Performance & Intelligence Team SBC, Cathy Braun - Access and Inclusion SBC, Debbie Butcher – Early Help, Wendy Hackett-Team Manager Youth & Connexions , Mark Aspel – Parallel Learning Trust, Annette Turner - Head YMCA, Sarah Greaves - Headteacher of Southend Virtual School for CLA, Brin Martin - Director of Learning SBC, Gary Bloom – Head of SEN, SBC, Lisa Clark – Headteacher Hamstel Infant, Julie Hollingsworth – SEN SBC, Debbie Knibb – Social Care (attending for Steve Cornwall) , Richard Meeds – Attendance, SBC, Jacqui Lipyeat –Attendance, SBC.
<b>APOLOGIES</b>	Jackie Mullan - SEN Trust Southend, Steve Cornwall - Social Care Representative SBC, Amanda Champ – School Performance Manager
<b>INVITED (DID NOT ATTEND)</b>	Angela Ejoh - EMWHS

## WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

### DISCUSSION

#### Minutes of the past meeting/matters arising

- Welcome to all. Debbie Knibb was welcomed to the meeting who was attending on behalf of Steve Cornwall to present an agenda item to the group.
- BM gave an update on 10 at point of permanent exclusions for our LAC children. It was outlined that urgent action is required in line with Southend’s policy against exclusion of LAC. It was agreed that SG will bring an update and report to the next meeting for review by the VLSG.
- BM gave an update on the Written Statement of Action for SEND. This has been written and the final plan submitted, the work is extensive and ongoing. The plan has subsequently been approved.
- The minutes of the last meeting were agreed as a true representation of the meeting held on the 06.03.19. BM clarified the attendance of EWMHS as a permanent member of the VLSG and it was agreed he will contact Angela for future meetings.

### ACTION ITEMS

#### PERSON RESPONSIBLE

- SG – update at next meeting on permanent LAC exclusions and actions taken
- BM to ask Angela to become a member of VLSG – JK will advise AE of future dates

SG  
BM, JK

## 2. UPDATE ON MATTERS ARISING AND ACTIONS FROM THE PREVIOUS MEETING

### DISCUSSION

- **Early Help Presentation from the meeting on the 6<sup>th</sup> March to be circulated to all members of the group – Presentation provided. Action Complete.**
- **MW and WH to work together on the new Southend Connexions Website with key information published** - Wendy gave an update, with the ongoing work which is being implemented. There are current discussions with GB regarding SHIP and the Local Offer website, at the moment Southend is still using the Local Offer and making it as accessible as possible. Wendy is meeting with a provider next week to have a look at the future options. **Action On-going.**
- **CME guidance to be amended to also be relevant to nurseries with a specific focus on below statutory**

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**school age pupils** - CB advised this is in hand and current documentation has been amended and published.

**Action Complete.**

- **Chair of the Clinical Group to present to VLSG for current referrals of vulnerable learners to Health within Southend** – Unfortunately the Chair of the Clinical Group was unable to attend. This has been deferred to the next meeting. JK to invite Taz again and ask for representative if unable to attend so that information can be presented.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>• JK to invite chair of Clinical Group or rep to the next meeting.</li> </ul>	JK

### 3. ANNUAL PLAN

#### DISCUSSION

##### PLT Reports

The VLSG reviewed the reports presented by The Parallel Learning Trust and MA shared the reports with the group during the meeting.

It was agreed at the meeting that future reports would be circulated for meetings three weeks in advance by the PLT so that the VLSG group could send questions two weeks before the meeting to allow MA to prepare a response. CB will meet with Mark regarding the Termly Discussion and to discuss the latest reports.

MA advised the group of the key areas and KPIs of focus which the PLT are working on:

- Support children to stay in schools through effective attendance interventions.
- Exclusions are trending down generally, however permanent exclusions are starting to increase from specific two secondary schools, specific focus is on EHCP and LAC pupils.
- Future programmes of work need to be implemented with schools regarding inclusion, through the work of the outreach teams.

MA advised the group of changes which are currently being implemented – looking at how the schools are run and what is needed for the area. There has been an effective review of the curriculum programme which is currently being rolled out for further development within the new academic year. The capacity of the outreach team was discussed where there are 3 staff at present– BM expressed concerns regarding substantial cut back and the outreach work to be implemented. It was agreed that CB and BM will discuss this with Mark A and Mark J.

Alternative Provision - The VLSG group asked for clarity regarding the percentage of students achieving GCSE and where the students are sitting the tests. This information will be provided by PLT. The VLSG group also asked for the data to be presented as a whole and extrapolated data for inclusion in future reports. BM commented that it is first time the benchmark for GCSEs had been reached.

MA advised the group of the work with PLT and the police regarding County Lines – There are a small percentage of students involved, however extensive work is being implemented. PLT wants to work closely with SBC and is looking at professionals to come in weekly to discuss top cases each week. MA was advised to liaise with Op Censor.

##### Vulnerability Governance Map

BM – presented the Governance Map and advised the group of the operational and strategic groups working together. It was agreed BM will produce the governance map for the next meeting – to clarify hierarchy of reporting.

##### PP and Disadvantaged Pupil Information

This area of focus will be discussed outside of the meeting with key information to be shared at the next VLSG meeting.

ACTION ITEMS	PERSON RESPONSIBLE
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<ul style="list-style-type: none"> <li>• PLT reports received three weeks prior to future meetings.</li> <li>• VLSG submit questions to MA regarding the PLT reports two weeks before the meeting to enable subsequent informative responses to the reports.</li> <li>• CB &amp; BM to meet with MA and MJ</li> <li>• PLT to provide further data regarding GCSE outcomes within future reports.</li> <li>• County Lines to be discussed in detail at the next VLSG with information shared from the Violence and Vulnerability group.</li> <li>• BM to produce final governance map for the next meeting.</li> <li>• Disadvantaged pupil information to be discussed at the next VLSG meeting.</li> </ul>	<p>MA All</p> <p>CB, BM MA JK to add to agenda</p> <p>BM JK to add to agenda</p>
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## 4. ACCESS AND INCLUSION – SOCIAL CARE

### DISCUSSION

Debbie Knibb (Social Care) Questions were submitted in advance of the meeting and DK provided an update to group. Professional discussion took place throughout the presentation.

1. **Timeline on response from social care** – 24 hours threshold. Referrers would like feedback of decisions and written confirmation of actions. It was agreed a review of the system was needed and that DK will report back at the next meeting.
2. **Processes and outcomes** - VLSG advised there are possible gaps in the CIN process - DK will take this back to the team for review. The group were advised that audits are taking place – and that there will be a check of letters sent to school and that actions are followed up. DK advised if anybody is experiencing this please let the team know. DK advised that most of the team have a duty system and DK asked that the duty worker is copied into any email correspondence. It was agreed the team structure would be sent out so people know the current structures of all teams.
3. **Assessment process** - It was outlined that in some instances schools are not receiving all feedback and responses/outcomes within the 24 hour threshold. DK to take this back to the team and will report back at the next meeting.
4. **Plans** - It was outlined that feedback of the group discussions will be taken to the management meeting – a more cohesive plan around this would be welcomed.
5. No further questions.
6. **Communications** - This is an action outlined above and it was agreed that all managers have been asked to provide information and this will be reinforced to make sure that timely information is being communicated. DK to take back to the team and report back at the next meeting.
7. **CIN minutes** – There was a discussion about standard notes and clarity of how these are shared with schools, agencies and those attending the meeting. It would be useful if a bullet pointed action plan was produced in the meeting and passed on to all those attending at the time of the meeting. DK to take back to the team and report back at the next meeting.
8. No further questions.
9. No further questions.
10. **Monitoring of Outcomes** - Discussion about communication arrangements and assurances schools are kept up to date with outcomes was implemented. It was confirmed that audit processes are implemented and that Team Managers monitor outcomes. It was agreed that BM would take the discussions and outcomes of the meeting to JOL.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>• JK to invite chair of Clinical Group or rep to the next meeting .</li> <li>• DK to take actions back to Social Care and to provide feedback on outcomes at the next</li> </ul>	<p>JK DK</p>

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<ul style="list-style-type: none"> <li>meeting.</li> <li>• DK to send out current team structures to agencies with updated contact information.</li> <li>• BM to liaise with JOL about communication between schools and social care and provide feedback at the next meeting.</li> <li>• Representative on LSCB board – BM to check who is school representation on the LSCB and share with the group.</li> </ul>	<p>DK BM  BM</p>
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## 4. ACCESS AND INCLUSION - ATTENDANCE

Attendance	
<p>Jacqui Lipyeat presented. Questions were submitted in advance of the meeting and JL provided an update to the group. Professional discussion took place throughout the presentation.</p> <p>JL advised the group that the questions were difficult to answer as attendance wasn't monitored in this way; however she had prepared a report which was presented to the group.</p> <p>The report highlighted attendance into primary, secondary, specialist schools, PLT and overall absence. Both Primary and Secondary school absence was below the national average. Further information was provided which outlined: Penalty notices – issued 4 with 13 cases being taken to court.</p> <p>Richard Meads attended the meeting together with JL to answer any further questions VLSG might have. It was outlined that the attendance service provided is a traded service and not targeted service and that the data capture is not complete as not all schools feed into the LA system, therefore the LA are unable to capture all data across the borough. 8 schools across the borough do not subscribe to the service – two of those are secondary schools.</p> <p>TD advised that the data team is working with schools on issues they might have – for example different systems and data produced in different formats. BM expressed concerns for schools that do not engage – as for absentee pupils this may present as a safeguarding challenge and this was reinforced by DK and other members of the group. JL advised that the LA provides statutory advice to schools that do not buy in the services. Penalty notices were discussed and it was agreed that BM will meet with JL regarding Borough policy when proceeding into prosecution.</p> <p>CME working group – CB advised that data sharing was also being reviewed through the CME working group - as the information is only as accurate as that received from the schools. Discussion took place about the importance of data sharing and working together.</p>	
Action Items	Person Responsible
<ul style="list-style-type: none"> <li>• BM to meet with JL regarding Borough Policy on proceeding into prosecution</li> </ul>	BM

## 4. ACCESS AND INCLUSION: Breakdown of referring agencies to Early Help and Social Care

<p>TD presented the report to the VLSG which focused on the Early Help referral allocations. The VLSG reviewed the document and TD clarified any questions. The group reviewed all referrals from a range of services and providers and a discussion regarding subsequent information was implemented following the patterns of referrals. It was agreed that further information would be sought on:</p> <ul style="list-style-type: none"> <li>• Health and Early Year referrals presented lower referral figures. It was agreed that attendance at the next meeting from Health would provide further clarification.</li> <li>• Early Years – How many referrals or concerns are raised at the age of 2 following the health check? It was agreed that TD would review the age of referrals, e.g. How many under the age of 3, 5 etc..</li> </ul> <p>LSCB are also looking at this from the Social Care front door perspective.</p>
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Action Items	Person Responsible
<ul style="list-style-type: none"> <li>TD to produce data continuous data by age range and present at the next meeting.</li> </ul>	TD
<b>4. ACCESS AND INCLUSION: CME Action Plan and EHE</b>	
<p><b><u>CME Action Plan</u></b>            CB shared with the group the CME action plan. CB is happy to receive questions from the group regarding the action plan and will update members at the next meeting.            LC – questioned page 33. What schools are not sharing information and what needs to happen to support CME pupils? It was agreed that this would be placed on the agenda for the next meeting.            Discussion took place about receiving data from the schools and how the VLSG would like it presented. It was agreed that evaluation should look at the impact of the reduced timetables, is it the same schools? Are all pupils on reduced timetables SEND or with complex needs? It was agreed CB will provide the breakdown on the last academic year which schools provided the information and by the breakdown of ages and SEND, analysis of the length of time on a reduced timetable and the progression of hours.  <b><u>EHE –</u></b> The EHE report was provided to the group prior to the meeting and it was agreed this would be reviewed at the next VLSG meeting.</p>	
Action Items	Person Responsible
<ul style="list-style-type: none"> <li>CB will provide breakdown on the last academic year which school provided information</li> </ul>	CB
<b>DATE AND TIME OF NEXT MEETING</b>	
VLSG agreed to meet on Thursdays. JK to circulate new dates and times to the group.	