

# SOUTHEND-ON-SEA EDUCATION BOARD, VULNERABLE LEARNERS SUB GROUP

## Minutes

Date:	Friday 15 <sup>th</sup> October 2021
Time:	11.00am-1.00pm
Place:	Microsoft Teams

<b>Membership:</b>	<b>Representation</b>	<b>Other attendees:</b>
Brin Martin, SBC Amanda Champ, SBC Jackie Mullan, St Christophers School Julia Jones, Barons Court Lisa Clark, Hamstel Infants School Lesley Yelland, Early Years, SBC Cathy Braun, Access and Inclusion, SBC Vacancy Mark Aspel, Parallel Learning Trust Sue Walsh– Safeguarding Manager SEEC Debbie Butcher – Early Help Team, SBC Steve Cornwall – SBC Social Care Sarah Greaves, Virtual Headteacher, SBC Gary Bloom, Head of SEND, SBC Julie Hollingsworth, SEND, SBC Tom Dowler, Operational Performance and Intelligence Team Wendy Hackett – Youth and Connexions Mike Wilson – Family and Parent Partnership Taz Sayed – Chair of the Clinical Group	Director of Learning School Improvement Education Board Education Board Education Board Early Years Access and Inclusion Secondary Special/AP Academy Trust Post 16 Youth Offending Social Care Virtual School SEND SEND Data Team Youth and Connexions Family and Parent Voice CCG	Jana Kenton (PA to Director of Learning)

### **APOLOGIES**

Apologies were received from Taz Sayed, Tom Dowler, Julie Hollingsworth and Victoria Coatsworth. The VLSG noted that representation from the Early Years team was Vicky Wright, Annette Turner on behalf of the Virtual School and Jane Belcher on behalf of SEEC.

### **WELCOME AND INTRODUCTIONS**

All members were welcomed to the meeting which was held virtually by Teams.

### **VLSG MEMBERSHIP 2021-2022**

- a) To appoint the Chair of the VLSCG for the academic year 2021 – 2022.

Members of the VLSCG discussed the election of the Chair for the year 2021-2022 and it was agreed that Julia Jones would remain chair for a further academic year.

### **MINUTES OF THE PREVIOUS meeting**

The minutes of the previous meeting on 27.05.21 were agreed and approved and any outstanding actions are included on the agenda.

### **TO RECEIVE AN UPDATE ON MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED ELSEWHERE ON THE AGENDA**

- a) BM to collate responses of the SEND Strategy focus and share at the meeting – Covered within the agenda.

### **ACCESS AND INCLUSION – ANNUAL PLAN**

Within the meeting members of the VLSCG scrutinised a range of documentation presented in advance of the meeting.

### **DISCUSSION**

**VPA Alternative Provision End of Year Report 2021.** Mark presented to the group the key information regarding the progress and outcomes at the end of the academic year. Progress in Year 11 has continued to increase in terms of teacher assessment outcomes and the increase in accreditations and this is also reflected in the decrease in NEETS at the end of the previous academic year. The academy evaluation highlights this impact on the high quality focus of curriculum development and strategic careers work with pupils throughout the year. In light of attendance figures for the previous year these remain slightly above national average, however were impacted slightly by the global pandemic. Google classroom was implemented as a remote learning platform however was not counted to the overall attendance

figures. There are strong processes and procedures to enhance attendance within the new academic year, with the current attendance in primary in line with averages, however there is a slight decline in Key Stage 3 and 4 attendance. Mark reported to members that the primary focus at current is the whole school reading approach. Teaching is a strength and there is strong evidence of this, however reading and phonics remain a focus. It was reported that there is speech and language specialist support as part of the assessments when pupils join and further development of mental health awareness through high quality training of staff. Members of the group acknowledged the successes towards the outcomes of the annual plan where there was evidence of strong achievements.

**Inclusion Outreach End of Year Report 2021** – It was outlined at the meeting that the Outreach Team was now part of the Inclusion team. It was agreed that the Inclusion Report would be shared at the next meeting by the new team as part of the scrutiny process. A report was provided to the group on the Interim Tuition Service following the responsibility of the Inclusion Team as a new service from September 2021. It was outlined that the SEND team had reviewed the plans for young people previously accessing ITS with complex needs and requiring long term provisions through alternative provisions suitable for the young people. Communication has been shared regarding the new service with referral lines and key contacts so that educational professionals are aware of the process for the Interim Tuition Service and the Outreach Team. EWMHS are meeting with the team monthly and the liaison with secondary schools has commenced. All students accessing the service have a personalised plan and meetings are implemented with families and schools. A discussion regarding AV1 was implemented by the group and it was confirmed that there is a meeting for practitioners next week to see them in action and to share best practice. The Interim Tuition Service Update report dated the 15<sup>th</sup> October was provided in advance of the meeting and it was agreed that this paper should be presented to the Education Board with no further recommendations.

**CME Summary and Action Plan** – It was requested by members that acronyms were to be expanded in the first instance to ensure a clear understanding of the language used. Scrutiny identified further clarification regarding the objectives which were identified as ‘partially met’ and it was agreed that the team would review the measures and how these can be quantified for inclusion within the next report. It was also agreed that the summary section ensured appropriate discussion and focus, however headlines required a further measurable outcome to ensure impact. There has been an increase in CME throughout the year, largely impacted by student moves and the team evaluates the range of CME. The Virtual School outlined that the dashboard had been evaluated and the COVID-19 coding analysed so that KPIs can be evaluated. Teams are working closely with social care colleagues and online platforms have been implemented to monitor students working remotely. The group discussed the ‘My Favourite Teacher’ app which is being implemented for secondary students, the Virtual School is currently working with the founder to look at rolling this out for primary pupils. This provides an overview for the work which has been completed, their misconceptions within learning and is a highly effective interactive service.

#### Further Discussions on Vulnerable Learners

The group questioned the provision for a small group of learners regarding their longer term planning and the next steps programme. It was outlined that these students would be supported by the inclusion officer so that timely support can be implemented. Gary outlined the SEND strategy and how these students can be further supported through a more individualised provision for specific students. It was agreed that professionals working together to coordinate the approach was being implemented.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>Inclusion Team to report at the next meeting regarding the new structures of the Inclusion Outreach Team.</li> <li>Review of measures and detail to be included within the next CME report.</li> <li>Interim Tuition Service Update report dated 15<sup>th</sup> October 2021 to be presented to the Education Board.</li> </ul>	CB  CB/PE CB

### ACCESS AND INCLUSION – VULNERABLE LEARNERS UPDATE

#### DISCUSSION

**Attendance** – The group scrutinised the report on Data flows and Attendance Data which was provided by Tom Dowler and an update was provided on the guidance from the DfE regarding the sub codes and this has been provided for schools. It was agreed that a link and contact page would be added. The Guidance for Southend school and parents/carers of compulsory school age – September 2021 was provided prior to the meeting and it was agreed that the document is very comprehensive with a clear emphasis on the DfE’s expectations regarding attendance. Penalty Notices were discussed and it was asked how these are implemented and how many have been issued. The process and procedure was discussed in detail so that the attendance team can support within this area. It was outlined that there will be a dedicated legal officer from half term that will help schools and provide further guidance for Headteachers.

**EHE** – CB provided an update to the group and outlined that there had been a decrease in EHE figures in comparison to September 2020. There is still a slight increase from 2019, however 2020 figures have been impacted by the global pandemic. It was outlined that there is a small rise in EHCPs and vulnerable learners who are receiving EHE and

further investigations are being implemented to evaluate such figures. The safeguarding measures for EHE were discussed and it was outlined that schools receive a deregistration form – any new referral is checked against the dashboard for any social care involvement and communication implemented with MASH+ to gather any information. It was agreed that further evaluation on EHE and those receiving support from social care would be implemented and this would be shared with members at the next meeting.

**DISADVANTAGED PUPILS** – Feedback from the previous meeting was received by Victoria and this was shared at the meeting. With regards to Healthcare plans it was outlined that it was the schools responsibility to devise a care plan alongside the parent. Concerns were raised that educational professionals do not have access to specialist health information and expertise to devise a plan for the medical needs of children and that the school nursing team would only be aware of these if the health visitor was aware. Educational professionals were concerned that some new school starters medical needs by go unaddressed if information was not received in a timely manner. It was agreed that further clarification on the process of new school starters would be sought from the school nursing and health visitor teams. It was agreed at the meeting that further clarification would also be sought from the Lighthouse Centre as requests had been made for attendance at the meetings. It was outlined that the SEND team are required to ensure that all professionals are engaging with the process of Annual Reviews and EHCPs on the EHCP hub so that all children’s needs are met and enhanced. It was agreed at the meeting that JJ and TS would coordinate an approach to contact medical professionals for attending the next VLSG meeting. Members agreed to raise questions submitted 4 weeks in advance and for these to be submitted to professionals attending the meeting.

The mental health needs of vulnerable learners was also discussed within the meeting and the DfE flow chart was highlighted. An explanation on how services were allocated was provided and the current establishing of working streams to access across CCG and Mental Health services. A question was raised regarding the mental health support for under 7 year olds and it was outlined that this is currently being reviewed and would be circulated to all members prior to the next meeting. Adult Safeguarding for 16 plus students was also discussed as some students do not declare medical or mental health needs and again the importance of information sharing was outlined.

**SEND and Inclusion** - BM shared with the group the continued focus for inclusion as part of the wider SEND strategy. All schools are being challenged – ‘Are we the most inclusive we can be?’ The ISOS produced heat map is currently being reviewed and the inclusion agenda, following the global pandemic is being evaluated. It was agreed at the meeting that all members would reflect on the question raised and provide feedback directly to BM to help shape the inclusion agenda.

**CLA** – The Virtual School outlined the PLAC dashboard and their collaborative work with the data team to create dashboards of information. Once the details are finalised these will be shared with schools. It was outlined that RPG funding is available for vulnerable learners and additional funds are paid directly to schools through the RPG recovery grant. Members wished to thank the Virtual School for organising an exceptionally strong annual conference which included social workers and designated teachers and further professional which has received positive feedback by all attending.

**Post 16** – Feedback was provided to the group that four students attended the Careers and Enterprise virtual event and the team are reflecting on how this could be improved within the future, following this virtual event. At present NEET and unknown data is being collated, there is a large cohort for September and the team are currently reviewing and updating every young persons destination. They are working with schools and then with students individually and outcomes from this work will be available by the end of November. This quality assurance will be provided at the next meeting. SEEC outlined that there are a large number of care experience students at the college and the team are currently managing the cases and completing PEPs. BM also raised that wider vulnerable learners are joining the community and it was agreed that CB would provide an update at the next meeting regarding the intended provision and what this will look like.

ACTION ITEMS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>Link and contact page will be added from the DfE guidance.</li> </ul>	CB
<ul style="list-style-type: none"> <li>TD to provide a further update at the next meeting regarding the data flows and the actions taken to ensure that ICT methods facilitate the sharing of information.</li> </ul>	TD
<ul style="list-style-type: none"> <li>CB and AT to review EHE and those receiving support from social care for presentation at the next meeting.</li> </ul>	CB/AT
<ul style="list-style-type: none"> <li>JJ to request further clarification on the process of receiving medical information from the school nursing and health visitor teams.</li> </ul>	JJ
<ul style="list-style-type: none"> <li>JJ and TS to ensure that professionals from the Lighthouse Centre and EWMHS are invited to the next meeting with members raising questions 4 weeks prior to the meeting for responses to be provided.</li> </ul>	JJ/TS
<ul style="list-style-type: none"> <li>AC to circulate the information regarding mental health support for the under 7 year olds prior to the next meeting.</li> </ul>	AC
<ul style="list-style-type: none"> <li>All members to reflect on the questions raised regarding the Inclusion agenda and provide feedback to BM.</li> </ul>	All VLSG members
<ul style="list-style-type: none"> <li>RPG funding documentation to be sent to all schools.</li> </ul>	AT
<ul style="list-style-type: none"> <li>WH to provide NEET outcomes following the quality assurance process at the next meeting.</li> </ul>	WH

<ul style="list-style-type: none"> <li>CB to provide an update to the group regarding further provision for vulnerable learners joining the community.</li> </ul>	CB
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**AOB**

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"> <li>All members to provide questions for professionals for responding to at the next meeting.</li> </ul>	All

**DATE OF NEXT MEETING**

Thursday 2<sup>nd</sup> December 2021 at 1.30pm