

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

## MINUTES – Thursday 2<sup>nd</sup> March 2023

Date:	Thursday 2 <sup>nd</sup> March 2023
Time:	1.30pm – 3.30pm
Place:	Tickfield – Evolution Room

<b>Membership:</b>	<b>Representation</b>	<b>Other attendees:</b>
Amanda Champ, SBC	School Improvement	Jana Fewkes
Jackie Mullan, St Christophers School	Education Board	
Julia Jones, Barons Court	Education Board	
Lisa Clark, Hamstel Infants School	Education Board	
Mark Ammon, Early Years, SBC	Early Years	
Cathy Braun, Access and Inclusion, SBC	Access and Inclusion	
Bev Williams – Legra Academy Trust	Secondary	
Englantin Muca – Victory Park Academy	Special/AP	
Vacancy	Academy Trust	
Sue Walsh– Safeguarding Manager SEEC	Post 16	
Steve Cornwall – SBC Social Care	Social Care	
Sarah Greaves, Virtual Headteacher, SBC	Virtual School	
Gary Bloom, Head of SEND, SBC	SEND	
Julie Hollingsworth, SEND, SBC	SEND	
Richard Warren, Operational Performance and Intelligence Team	Data Team	
Wendy Hackett – Youth and Connexions	Youth and Connexions	
Taz Sayed – Chair of the Clinical Group	CCG	
Helen Rudman – Southend Children’s Services	Mash SCC	

### **APOLOGIES**

Apologies were received by Cathy Braun, Bev Williams, Gary Bloom and Helen Rudman. Helen sent Sally Hixon as a representative at the meeting. It was noted that there were some technological difficulties experienced at the meeting, however some members were able to attend part of the meeting virtually.

### **NOTIFICATION OF ANY OTHER BUSINESS / ORDER OF MEETING**

There were no late items of business, not on the agenda, discussed at the meeting.  
There were no changes to the order of the agenda noted.

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting on 02/02/23 were agreed. It was noted that these minutes would be sent to the Clerk of the Education Board for inclusion in the relevant document pack sent to members of the Education Board.

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

- a) **JF – to add Englantin Muca (Landi) to the membership** – It was noted at the meeting that an invite would be sent for subsequent meetings.
- b) **JJ to raise at Education Board and recommend board agrees to award the funding for EYFS Inclusion funding** – This had been actioned at the previous Education Board meeting.

### **TO RECEIVE AN UPDATE ON THE EYFS INCLUSION FUNDING**

It was outlined to the group that MA and EH had met with Paul Grout on Tuesday and the paper for the Education Board would be presented in June and that early years funding is continuing to be investigated. With regards to the recent survey MA advised that 63% of settings had responded with 84% identifying the graduated response. The next step is working with the SEND team and Paul Grout to produce an inclusion report for June Ed Board. MA advised that he is meeting with the new Director for Learning to ascertain who is leading on this inclusion work. Inclusion panels are new and have evolved and are working well. JM advised the level of need in early years has increased and there are a significant number of consultations for children looking for schools in September 2023. It was agreed that early intervention is needed to find a creative solution in supporting early years inclusion.

### **ACCESS AND INCLUSION – INCLUSION REVIEW**

Following the meeting of the VLSG in February 2023 and update of actions was outlined by SG. It was outlined that the survey has been shared with Trust partners and the Services for Schools teams were establishing links so that feedback can be provided. The KPIs have been reviewed following the scrutiny of the VLSG and the redraft was shared at the meeting. The Task and Finish group will be reporting on the KPIs and outcomes and there is a detailed workbook behind the KPIs and it will be reported to VLSG as the report given in line with annual planning and beyond. It was agreed that the timeline would be provided to the VLSG as an overview. A detailed discussion regarding Assessment

Tools was implemented at the meeting so that this could also align to assessment tools being implemented by the SEND team. It was outlined that there is a need for consistency across schools and settings with training provided and that toolkits are evaluated to ensure comparable standardised scores. It was outlined that the Inclusion Review would be looking at developing a Southend assessment tool that is the same for all schools to ensure consistency. A discussion took place regarding ensuing access to Early Years providers and that this is supported through SENDOPs through partnership work with the Early Years statutory team and the Early Help team to develop wider workstream working with Early Years and Post 16. The VLSG agreed the outcomes from reviews and assessments should be presented at the Task and Finish Group and that the VLSG will then scrutinise the outcomes. The VLSG formally minuted the recognition of the hard work implemented by the Task and Finish Group in response to the VLSG scrutiny in February 2023.

#### **Future Actions:**

- SG and JJ to set up a joint meeting for colleagues from the Task and Finish to come and present at VLSG so that clear lines of delegation and Terms of Reference can be established.
- JH and SG to bring to the next VLSG the resources provided so that tools could be evaluated to ensure a common approach across all schools and settings and to ensure that resources are used in collaboration.
- SG to present an update on the KPIs and outcomes from assessment toolkits working in partnership with the SEND Team.
- CB to look at how admission information is recorded and captured for review against outcomes and provide feedback to the group.
- SG and JJ to meet to discuss the partnership working between the VLSG and the Task and Finish Group.

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

The VLSG reviewed the reports provided in advance of the meeting which included: The Alternative Provision Pathway document, The Inclusion Outreach Report and the CME Annual Report. It was outlined that the reports were extremely detailed and that further deep dives into the KPIs and outcomes were needed. It was requested that in future reports that headlines were provided and that members of the team attend the VLSG meetings to outline the impact of the work undertaken within each of the KPIs.

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

A detailed, strategic discussion was implemented at the meeting regarding the work of the VLSG and the valuable contribution they made to the oversight of vulnerable learners during the global pandemic, however further annual planning is required to ensure a clear delegation of the work of the group. It was agreed at the meeting that one area of the work of the group would be scrutinised throughout the course of the year and that a programme would be established to focus on an area such as SEMH for all groups of vulnerable learners. It was agreed that in order to effectively implement such scrutiny that the following actions would need to be implemented:

- The Terms of Reference need to be reviewed to ensure that groups across the Education Board are not overlapping with further services – the group are requesting a current delegation scheme to be presented at the next VLSG meeting in June.
- A request to LH and MM would be made to attend the meeting to provide an overview and annual plan for the future work of the VLSG.
- JJ would meet with the Chairs of other subgroups to look at the clarity of roles.
- JJ to request from the Education Board an overview of the boards and the lines of delegation and scrutiny.

The group received an update on the shared care records from TS who outlined that the ICS are creating shared care records which are currently undergoing procurement with a graduated roll out to be implemented.