**Community Inclusion Forum**

**Agenda & Minutes**

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| **Title of Meeting:** | Bury and Central Community Inclusion Forum |
| **Date:** | 25th January 2024 |
| **Place:** | Abbotts Green Primary School |
| **Times:** | 4pm-5:30pm |
| **Attendees:** | **Chairs** Jamie Hudson (WSI) and Kate Fieldhouse (P&TS EP)**Minutes** Catherine Fraser-Andrews (WSI)Nikki Prentice (SEMH)Alex Baker (SLCN)Jane Albery (C&I)Lisa Gudgin (C&L)Lucy McCarthy (SpLD)Hayley Sykes (NSFT)Jake Jackson (P&TS EP)Rachel Sawyer (P&TS EP)Sara Fance (P&TS EP)Katie Mahler (P&TS AP)Gislingham Primary SchoolGuidlhall Feoffment CP SchoolHonington CEVC Primary SchoolHopton Primary SchoolIckworth Primary SchoolKing Edward VI Upper SchoolNorton CEVE Primary SchoolOld Newton CofE Primary SchoolPalgrave CofE Primary SchoolRattlesden CofE Primary SchoolSebert Wood CP SchoolSextons Manor CP SchoolSt Edmundsbury CEVAP SchoolStowmarket High SchoolTollgate Primary SchoolTrinity CEVAP SchoolWestgate CP SchoolSt Jospeh’s RC Primary SchoolWest Suffolk College |
| **Apologies** | Katy Farrow, King Edward VI SchoolLiz Ashwood, Hartismere SchoolSarah Spinks, Wood Ley SchoolJulie Wakeman, Howard Community AcademyThom Walters, Stowupland High SchoolMarie Miller, Family SupportLuci Morton, School Nursing Team |

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| **Topic** | **Main Points** | **To action** |
| **Introduction and welcome** | SES and P&TS introduced themselves. |
| Matters Arising from the Previous CIF | Reviewed last time’s priorities: * Jamie signposted the attendees to the revised Suffolk Learning website including signposting for HNF.
* Signposting to support for anxious parents.
* Partnerships with feeder schools.
* EHCNA processes; Family Services attending next time.
* The change from CAF to Early Help Assessment.
 | [Suffolk Learning – This website is for leaders and staff in Suffolk schools and settings](https://suffolklearning.com/) |
| Mental Health Service Update | * NSFT presentation explaining service offer and pathways.
* The virtual offer and parent support were encouraged at any early stage.
* Whole school approach outlined and explained in order for schools to support children and families with their mental health needs.
 | Please see attachments |
| Focus on transitionGroup discussion about the ideal transition from year 6 to year 7 | Jamie shared the example school transition pledge. Rachel demonstrated the use of PATH to facilitate thinking about the ideal transition centred around the child.The ideal transition:* Attending year 6 Annual Reviews is helpful.
* Having support staff meeting the children and parents to forge relationships that will support the child throughout the transition process.
* Summer school has been helpful for some children.
* Year 6 children having a page profile of their teachers, and teachers having the same for their upcoming year 6 children.
* Using virtual school tours and visits to build up confidence and familiarity.
* Timetables given before the end of the summer term.
* Head/SENDCO offering their email address to incoming year 6 parents for a point of contact over the summer to alleviate anxieties.
* Offer coffee mornings for incoming parents.
* Year 7 tutors to be made known to the children earlier.
* Transition to start from year 5, rather than towards the end of year 6.
* Check SLCN across the board for the upcoming cohort.
* A bridging professional to facilitate the transition for every child with SEND.
* WSI checking in with the progress of the children transitioning with an EHCP was useful.

Attendees to review and provide thoughts at next meeting. |
| Collating Resources | Sharing examples of free resources people have brought with them in groups. | [Parent Portal | Home (speechandlanguage.info)](https://speechandlanguage.info/parents)[SEMH.co.uk - Sensory Suggester](https://sensory.semh.co.uk/)[Learning About Neurodiversity at School (LEANS) | Salvesen Mindroom Research Centre (ed.ac.uk)](https://salvesen-research.ed.ac.uk/leans)[Drawing the Ideal Safe School: an optimistic approach to returning to school - edpsy.org.uk](https://edpsy.org.uk/blog/2020/drawing-the-ideal-safe-school-an-optimistic-approach-to-returning-to-school/)[Whole School SEND launch second edition of popular free resource – The Teacher Handbook: SEND | Nasen](https://nasen.org.uk/news/whole-school-send-launch-second-edition-popular-free-resource-teacher-handbook-send)[MagicSchool.ai - AI for teachers - lesson planning and more!](https://www.magicschool.ai/)[Vocaroo | Online voice recorder](https://vocaroo.com/)Books: Supporting Children with SEMH Primary and Secondary Versions |
| AOB | Termly meeting visit was reported to be a very positive experience, a celebration of all the hard work that the schools do. |
| **Venue for next meeting** | Thurston CofE Primary School, Pond Field Road, Thurston, Bury St Edmunds IP31 3FTThursday 21st March 2024, 3.45 arrival for 4pm start, finish by 5.30pm |
| **Feedback form** | Please fill in this short feedback form about the Community Inclusion Forums if you haven’t already <https://forms.office.com/e/ANL4kHMAvQ> |