A group of blue people in a circle

Description automatically generatedA logo for a specialist education services

Description automatically generated**Community Inclusion Forum**

**Minutes**

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| **Title of Meeting:** | Lowestoft and Waveney Community Inclusion Forum | | |
| **Date:** | Thursday 21st March 2024 | **Time:** | 4pm-5:30pm main meeting |
| **Place:** | Red Oak Primary School | | |
| **Chairs:** | Laura Humphrey, Alice Clarke, and Kayleigh Skene | | |
| **Minutes:** | Lucy Parker and Laura Humphrey | | |
| **Guests:** | Helen MacDougall, Head of Family Services North | | |
| **Attendees** | Emma Nicholson, SEMH  Claire Goddard, C&I  Zoe Bell, SpLD  Tracy Reed, C&L  Lucy Parker, SLCN  Donna Spurgeon, Early Help  Amy Jefford, Head of Service, SEMH  **School Attendees**  Sally Turrell, Pakefield High  Corine Gillard, Pakefield High  Zeegan Warne, Red Oak Primary  Rachel Carman, Pakefield Primary  Gemma Clarke, Roman Hill Primary  Loretta Begley, Elm Tree Primary  Chloe Kippen, Grove and Westwood Primary  Sally Clay, Beccles Primary Academy  Dean Gillings, East Point Academy  Hannah Blowers, Brampton, Ringsfield and Bramfield primaries  Caroline McDonald, Gunton Primary  Karen Hiller and Kerry Ellison, Ormiston Denes Academy  Harriet Summers, Edgar Sewter Primary  K Brooke, Southwold and Barnby and North Cove Primaries  Alice Southernwood, The Limes Primary Academy Ali Norman, Woods Loke Primary School | | |
| **Apologies** | Chris Edwards, Blundeston Primary Lauren Moloney, MHST Beverley Wicks, SES MDT Nicola Rowland, Corton CE Primary Suzanne Maton, Sir John Leman High Sara Allerton, Blundeston Primary Holly Marchand, Worlingham CEVC Primary | | |

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| **Review of context of meetings and outcomes from discussion from last meeting** | **Laura Humphrey** |
| Welcome and updates:   * Thank you to Red Oak for providing a venue. * Barnby and North Cove reminder of opening of C and L unit in Sep 2024. 18 places available * Family and Networks project supporting EBSA pupils get back into school (see attached flyer) 16 weeks free programme for CYP with 60% or less attendance [Friends and Networks – Suffolk Learning](https://suffolklearning.com/inclusion/friends-and-networks/) | |
| **Feedback around Theory of Change** | **Kayleigh Skene** |
| Kayleigh shared the feedback from the Theory of Change work. | |
| **Update from Family Services** | **Helen MacDougall** |
| Helen MacDougall responded to the questions from the last CIF around Family Services and took questions.  Helen’s contact number is 01473 260303 [helen.macdougall@suffolk.gov.uk](mailto:helen.macdougall@suffolk.gov.uk) can also be contacted through [SENDLW@suffolk.gov.uk](mailto:SENDLW@suffolk.gov.uk)  Helen explained the changes that Family Services have been working to implement and the challenges that are faced. She also spoke about the recruitment drive.  **Key points**   * How the service is trying to work has been laid out in an email to schools, please check your admin box if you have not received this. If it is not in your school office inbox, please let Helen know. Much of the way we are working entails engagement with SES support. * Each school should have a caseworker, school should contact this caseworker directly. If no response has happened in 5 days, then try to contact the lead, if again after 5 days no response please contact Helen * It is best to contact a caseworker via the [SENDLW@suffolk.gov.uk](mailto:SENDLW@suffolk.gov.uk) 01502 521516 this email is manned, and the email will be directed to the caseworker. * If you have several CYP to discuss- ask for a meeting, this might be better than many emails and phone calls/messages. * How to communicate that a case is important, or priority has changed - the triage team who open the SEND LW email need to see a comment in the subject line that the priority is high, vulnerability, vital changes etc   Link to High Needs Funding [High Needs Funding – Suffolk Learning](https://suffolklearning.com/inclusion/high-needs-funding/)  Email for High Needs Funding: [**InclusionFundingHub@suffolk.gov.uk**](mailto:InclusionFundingHub@suffolk.gov.uk)  Section F referral link: [SES-EHCP-Section-F-Request-Form-January-2024.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsuffolklearning.com%2Fwp-content%2Fuploads%2F2024%2F01%2FSES-EHCP-Section-F-Request-Form-January-2024.docx&wdOrigin=BROWSELINK) | |
| **Why didn’t I know about this** | |
| Schools and SES colleagues to share strategies/resources/activities which have made a difference in their setting/practice. Please email these to [laura.humphrey@suffolk.gov.uk](mailto:laura.humphrey@suffolk.gov.uk)  This will be a 10-minute section which we would very much like all to contribute to. If we wish this can be lengthened as a feature.  Next meeting: Developmental Language toolkit from RADLD. Lucy Parker SLCN | |
| **Questions arising.**  **Agree the focus for the next CIF.** | |
| Initial steps in forming a transition alliance has now moved to the next meeting on May 9th.  **Future meeting guests**  Next meeting checking with community whether to invite Katrina Bedwell from Occupational Therapy as the next speaker.  Request for SENDIASS attendance at future meetings as well as a wider slot looking at enhancing work with parents and carers. | |
| **Next Meeting**: Beccles Primary Academy 9th May 3:45 for 4:00- 5:30 | |
| Please fill in this short feedback form about the Community Inclusion Forums if you haven’t already <https://forms.office.com/e/ANL4kHMAvQ> | |