A logo for a specialist education services

Description automatically generatedA group of blue people in a circle

Description automatically generated**Community Inclusion Forum**

**Agenda & Minutes**

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| **Title of Meeting:** | Bury and Central Community Inclusion Forum |
| **Date:** | 21/03/2024 |
| **Place:** | Thurston Primary School |
| **Times:** | 4pm-5:30pm |
| **Attendees:** | **Chairs** Jamie Hudson (WSI) and Kate Fieldhouse (P&TS EP)  **Minutes** Catherine Fraser-Andrews (WSI)  Sonia Carrington (VSEND)  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) Natasha Mead (P&TS) Zoe Bennet (P&TS) Jenny Baskett (SES) Joanna Howell (Family Services) Veronica Sousa (P&TS EP)  **School attendees**  Mark Paddy, SET Ixworth  Lynn Orchard, Sexton’s Manor, Barninghan and Earl Soham Primary Schools  Gill Watson, Bardwell, Gislingham, Old Newton, Crawfords, Palgave Primary Schools  Charlotte Atwell, Guildhall Feoffment Primary  Amy Healy, Debenham High School  Cate Bullen, St Edmund’s Primary School  Fiona-Catherine Thompson, Guildhall Feoffment Primary  Philippa Samuels, Stanton Primary School  Hannah Bridge, Woolpit Primary Academy  Sharon Dade, Sebert Wood Primary School  Donna Sparkes, Honington Primary School  Katy Farrow, King Edward VI School  Louise McGregor, Thurston Primary Academy  Claire Wright, Hopton Primary School  Amanda O’Neil, West Suffolk College |
| **Apologies** | Sarah Spinks, Wood Ley Primary Jason Jarvill, Westgate CP School Helen Fuller, Combs Ford Primary Sharn Warren, Abbots Green Academy Rachel Orton, Stowmarket High School Katie Ward, Stradbroke High School Clare Richardson, Trinity CEVAP School Cath Jeffrey, Rattlesden Primary School Liz Ashwood, Hartismere High School Kirsty Langford, Abbots Hall CP School |

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| **Topic** | **Main Points** | **To action** |
| Matters Arising from the Previous CIF | Reviewed last time’s priorities:  Jamie reminded the CIF about transition and pledges and gave an example of a simple strategy of pyramids using the same proforma. | |
| Theory of Change | Kate and Jamie introduced the theory of change visual and explained the journey and reinforced the CIF vision. | |
| Family Services Update by Joanna Howell | * Joanna explained the changes that Family Services have been working hard to implement. * Joanna explained the recruitment drive. * Joanna explained the legal nuances of the terminology and process. * WSI signposted to Section F referral offer. * Joanna invited attendees to the local area and EHCNA panels. | 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)  To book onto an area panel or an EHCNA [EHC Plan Panels (office365.com)](https://outlook.office365.com/book/EHCPlanPanels@suffolknet.onmicrosoft.com/) |
| Transition Pledge | Jake revisited the transition path.  Reiterated the importance of:   * Early planning * Family support and involvement * Frequent opportunities for familiarisation such as school visits, meeting new teachers, Blogs, video calls etc.   School colleagues and SES colleagues discussed ideas for better transition:   * Coffee and cake morning between secondary and primary schools to promote joint planning (King Edward School has done this). * Coordinate the move up days. * Soft transitions for more vulnerable children. * Summer holiday projects at Secondary school. * Pupil passports. | Support for planning for transition for schools, children and parents [Supporting school transitions | Resources | YoungMinds](https://www.youngminds.org.uk/professional/resources/supporting-school-transitions/) |
| **Focus for next meeting** | Jamie invited colleagues to email him about their wishes for topics for the CIF.  Language Assessments – please email any areas of concern to [Alex.Baker@suffolk.gov.uk](mailto:Alex.Baker@suffolk.gov.uk) | |
| **Venue for next meeting** | Thursday 9th May 2024 Cedars Park Primary School Stowmarket | |
| **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> | |