A logo for a specialist education services

Description automatically generatedA group of blue people in a circle

Description automatically generated**Community Inclusion Forum**

**Minutes**

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| **Title of Meeting:** | Lowestoft and Waveney Community Inclusion Forum | | | | |
| **Date:** | Thursday 9th May 2024 | **Time:** | 4pm-5:30pm main meeting | | |
| **Place:** | Beccles Primary Academy | | | | |
| **Chairs:** | Laura Humphrey, WSI and Alice Clarke, P&TS EP | | | | |
| **Minutes:** | Zoe Bell | | | | |
| **Guests:** | Katrina Bedwell, Occupational Therapist | | | | |
| **Attendees** | Melodie Cole – Albert Pye Primary School Sally Clay – Beccles Primary Academy Hannah Blowers – Bramfield, Ringsfield & Brampton Primary Schools Jane Carruthers – Carlton Colville Primary School Lily Crick - Carlton Colville Primary School Jill Gibbons – Catch 22 Include Primary School Harriet Summers – Edgar Sewter Primary School Daneille Dalley - Edgar Sewter Primary School Loretta Begley – Elm Tree Primary Academy Rebecca Bramble – Ormiston Denes Academy Angie Tuck – Pakefield High School Corinne Gillard – Pakefield High School Sally Turrell – Pakefield High School Rachel Carman – Pakefield Primary School Terri Freeman – Phoenix St Peter Academy Suzanne Maton – Sir John Leman High School Kathy Brooke – Southwold Primary School Alice Southernwood – The Limes Primary Academy  Chloe Kippen – Westwood Primary School Ali Norman – Woods Loke Primary School Wendy Jennings – Worlingham Primary School Claire Goddard – SES C&I Donna Spurgeon – Early Help Emma Nicholson – SES SEMH Lauren Moloney – MHST Lucy Parker – SES SLCN Tracy Read – SES C&L Zoe Bell – SES SpLD | | | | |
| **Apologies** | Patrick Hamilton – Sunrise Academy Sara Allerton – Blundeston Primary Glynis Reynolds – St Edmund’s & St Benet’s Catholic Primary Schools | | | | |
| **Topic:** | | | | **Lead by:** | | |
| **Review of context of meetings and outcomes from discussion from last meeting** | | | | **Laura Humphrey** | | |
| Everyone welcomed! Thanks to Sally and Beccles Primary Academy for hosting.  Update: SMIF now due out in September 2024. | | | | | | |
| **Occupational Therapist** | | | | **Katrina Bedwell** | | |
| Katrina is relatively new to post. An update on the current situation was provided:   * OT Team has gone from 3 to 8 members of staff since September 2023. * Referral route – this was via the GP, but this was not always ideal. Since January, schools have been able to refer directly. Paperwork is rather lengthy, but this is to enable detail in triage of needs and the direction of any onward referral. * When referring, it is important to include evidence of the sustained trial/impact of strategies from the Just One Norfolk handbook – schools should have all received this (electronically). If not, please contact Kat Bedwell. * Most referrals have been good – be aware of the need for OT specific evidence relevant to the pupil’s needs, as this will support the referral. Again – refer to the handbook. * Early identification of needs is useful for early input and to reduce the chances of negative impact on self-esteem and mental health. * The OT Team plan to get ‘out and about’ into schools to build working relationships and awareness.   There will be workshops in the following areas:  1 Emotional regulation  2 Sensory circuits  3 Motor skills.  Will include targeted groups for parents/pupils focusing on self-care etc.  Attendance will be by invitation, to include a member of staff – someone who works closely with the child – and the parent/carer, to facilitate a joined-up approach.  **Activity:**  SENDCos worked in groups to consider pupils in their school/setting and how the Just One Norfolk resources could be used.  The names of the OTs for specific areas will be shared via Laura H.  The OT service welcomes feedback, as their service is undergoing development.  It was agreed that Dyspraxia/DCD has less of an ‘online presence’ than some other learning differences, and there is less information available online.  Any further questions about the OT Service, please send to Laura at [laura.humphrey@suffolk.gov.uk](mailto:laura.humphrey@suffolk.gov.uk) and she will forward them to Katrina. | | | | | | |
| **Transition: Looking for a Collective Approach - Appreciative Enquiry (this will be ongoing over the next CIF)** | | | | | **Alice Clarke** | |
| Ipswich Transition Alliance have created a booklet which has been shared.  The plan is for schools to create a charter collating ideas/strategies/approach, with best principles around transition as a process rather than an event and to build consistency across Suffolk.  Alice Clarke introduced an approach to transition: **Applying Appreciative Inquiry**  First stage: **Discover**.  ‘Going well’ examples shared by SENDCos – communication, early discussions, parents/carers, opportunities to visit the new school, checklists shared with further information.  Second stage: **Dream**.  ‘If money no object’ examples shared by SENDCos - more Family Service staff so EHCPs up to date etc, primary/secondary to know more about each other’s settings (visits), consistent transition days across the county, ‘keeping in touch’ days approach.  Next meeting: **Design** and **Deliver** (practical next steps). | | | | | | |
| **What I wish I knew: DLD Bubble Toolkit and Secondary First Call** | | | | | **Lucy Parker** | |
| **DLD Bubble Toolkit** <https://www.naplic.org.uk/resource/dld-bubble-toolkit/>  This resource is free to download (English or Welsh!). Generated from the most recent Annual Awareness Day (RADLD)  Each aspect has an introduction – lots of visuals, which can be selected to show links to activities and further information. Includes information for Further Education. Can use to develop a profile of a student’s needs and provide information to share with staff – a useful resource. Can provide evidence for pupils requiring onward referral.  **Friday 18th October 2024** Developmental Language Disorder (DLD) Awareness Day 2024 will be recognised on Friday 18th October. It's all about raising global awareness and shining a light on this often invisible condition.  **Secondary First Call (Lincolnshire)** <https://www.lincolnshirechildrenstherapyservices.nhs.uk/our-services/resource-library/secondary-first-call> Contains lots of information, ideas, explanations and links. Another useful source of information for secondary students, also for pupils in Y6 who need a more ‘grown up’ approach or some new ideas.  Please contact Laura Humphrey at [laura.humphrey@suffolk.gov.uk](mailto:laura.humphrey@suffolk.gov.uk) with ideas/suggestions for future ‘What I wish I knew’ content. | | | | | | |
| **Questions arising.**  **Agree the focus for the next CIF.** | | | | | | |
| All SENDCos to be invited to an online meeting around CIF meetings, as part of research by a Suffolk first year EP trainee.  There was discussion around the focus of future meetings – the next CIF will again be around transition.  Possible future focus – perhaps visits from some specialist setting staff? It was agreed that this would be useful. | | | | | | |
| **Next Meeting**: Thursday 27th June at Sir John Leman High School | | | | | | |
| Please fill in this short feedback form about the Community Inclusion Forums if you haven’t already <https://forms.office.com/e/ANL4kHMAvQ> | | | | | | |