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:** | **Ipswich South & West Suffolk** **Community Inclusion Forum** | | |
| **Date:** | Wednesday 8th May 2024 | **Time:** | 4pm-5:30pm main meeting |
| **Place:** | **Westbourne Academy,** Marlow Road, Ipswich, IP1 5JN | | |
| **Chairs:** | Joanna Bustos and Marie Osborn | | |
| **Minutes:** |  | | |
| **Guests:** | Maxine Abbott (SENCO and Co-Chair of Education Transition Charter) | | |
| **Attendees** | Zoe James, Castle Hill Primary School Sally Goddard, Highfield Nursery Dannielle Le Marrec, Stoke High School Maxine Abbott, Westbourne Academy Samantha Porter, Whitehouse CP School  Carina Embeita, P&TS Julia Groves, SES Rosemary Kelly, SES Vicky Platt, SES | | |
| **Apologies** |  | | |

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| **Topic:** | **Lead by:** |
| **Welcome** | |
| Colleagues from across the Ipswich South & West Suffolk community were welcomed to the meeting by Jo Bustos and Marie Osborn | |
| **Education Transition Charter** | **Maxine Abbott** |
| Maxine Abbott (SENDCo - Westbourne Academy) explained ‘Supporting Positive Transition Through Communication’.   * One of the elements that came out of the Ipswich Opportunity Area was ‘Supporting Positive Transition Through Communication’ – working group chaired by Maxine Abbott. * A Common Transition Document was developed by the working group listing every child going to the school and included information about attendance, punctuality, attainment, safeguarding and EAL. This enabled the school to group students and start work supporting learners prior to the end of Y6. * TAs visited Primary Schools and familiarised students with their buildings. The students had a journal that they completed. * TAs were able to build relationships and identify students who were worried about the transition. * Common transition days were organised which enabled Primary Schools to hold their transition events. * Nurseries completed work on transition to Primary Schools and had their own common transition document. * Post 16 – Suffolk One and Suffolk New College were represented. Post 16 places are often confirmed following GCSE results later than Y7 placements. * The Common Transition Document has been used for the past three / four years. Now need to review. * Maxine Abbott now asking for any colleagues interested in a working group on the transition of English and Mathematics. | |
| **Group Activity/Discussion: Transition – what’s working well?** | |
| Group discussion about macro transitions.   * What works well in your school community. * What’s not working well. * Next steps. | |
| **Feedback from the last Community Inclusion Forum** | |
| Jo Bustos and Marie Osborn gave feedback from the last meeting.   * Barriers Accessing Support. * Challenges Around Attendance and Transitions. * Vision for the future & * How we get there (documents to be shared by Marie Osborn). | |
| **Questions arising.**  **Agree the focus for the next CIF.** | |
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| **Next Meeting**: Wednesday 26th June at Stoke 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> | |