**Community Inclusion Forum**

**Minutes**

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| **Title of Meeting:** | Coastal Community Inclusion Forum |
| **Date:** | Wednesday 26th June 2024 | **Time:** | 4pm-5:30pm main meeting |
| **Place:** | Wickham Market Primary School  |
| **Chair:** | Maria Hough  |
| **Attendees:** | Louise White (SES C&L)Sue Bradley (MAF)Rae Twelftree (SES SEMH)Kate Daly (WSI Head of Service)Tracey Pilgrim (SES WSI) Emily Smith, P&TS Inclusion FacilitatorJessica Astley-Marr, P&TS TEPGeorgia Hampton, Assistant PsychologistJemma Carter, Educational Psychologist Emma Potter, P&TSPenny Benstock (SENDCo, Saxmundham Primary)Jo Harris (Head of School, Wickham Market Primary)Kate Ridall, SENDCo, Kyson PrimaryKate Sudell SENDCo, Langer Primary Clare Cooper, SENDCo, Sir Robert Hitcham Primary  |
| **Apologies** | James Day (SENDCo Thomas Mills High)Sally East (Charsfield Primary)Elke Drane (SET Felix Primary)Lucy Spink (SES C&I)Stacey Banthorpe (SES SLCN) |

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| **Topic: Assessment**  | **Lead by:** |
| **Introduction and notices*** Maria shared the DBV offers for SCLN, SEMH
* Notification of CIF Dates
 | Maria Hough |
| **Assessment** * List of assessments from previous CIF was extended and expanded upon with strengths and questions recorded.
* Framework to be sent to schools not in attendance to gather an extensive and accurate picture of assessments used in the Coastal community
 | Maria Hough |
| **Transition*** Existing good practice and barriers were identified and discussed; these were recorded by P&TS with further contributions to be added.
* Key questions and takeaways: -
* There is a need for improved communication and relationships between settings.
* Is there/should there be a named transition co-ordinator in each setting?
* How do we support daily transitions within a setting?
* Do we need to raise the profile of transition in all its forms, and how do we do that?
* Do we need to compile a set of expectations and agreed non-negotiables?
* Are we mindful of our language around transition, is it fully understood by all parties including CYP, does it promote support and optimism?
* Are we mindful of, do we monitor the impact on families and how we build confidence in placements at the earliest opportunity?
 | Jemma Carter |
| **Discussion and agreed next steps.** * Revisit Transition successes and areas for development in light of recent experience.
* Consider a Transition agreement/charter for Coastal Schools Community
* Identify and agree non-negotiables
 | All  |
| **Agree the focus for the next CIF.** Transition planning  | All  |
| **Venue for next CIF**Wednesday 9th October 1:30pm – 3:00pm - Wickham Market Primary |
| Please fill in this short feedback form about the Community Inclusion Forums if you haven’t already <https://forms.office.com/e/ANL4kHMAvQ> |