**Community Inclusion Forum**

**Minutes**

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| **Title of Meeting:** | Lowestoft and Waveney Community Inclusion Forum |
| **Date:** | Thursday 27th June 2024 | **Time:** | 4pm-5:30pm main meeting |
| **Place:** | Sir John Leman High School, Ringsfield Road, Beccles NR34 9PG |
| **Chairs:** | Laura Humphrey and Alice Clarke |
| **Minutes:** | Claire Goddard |
| **Guests:** | Aimee Foulger (YOS)  |
| **Attendees** | Sally Clay, Beccles Primary AcademyDanielle Daley, Edgar Sewter Primary SchoolLoretta Begley, Elm Tree Primary AcademySusan Baker, Elm Tree Primary AcademyTina Stagg, Horizon SchoolKerri Ellison, Ormiston Denes AcademyKaren Hillier, Ormiston Denes AcademyRhian Johnson, Oulton Broad Primary SchoolAngie Tuck, Pakefield High SchoolCorrine Gillard, Pakefield High SchoolSally Turrel, Pakefield High SchoolSuzanne Maton, Sir John Leman High SchoolSarah Fenwick, Sir John Leman High SchoolAlice Southernwood, The Limes Primary AcademyChloe Kippen, Westwood Primary SchoolDonna Spurgeon, Family SupportEmma Nicholson, SESKayleigh Skene, P&TSLucy Parker, SESTracy Read, SESZoe Bell, P&TSLucy Wells, SES |
| **Apologies** | Hannah Blowers, Great Woods PrimaryGlynis Reynolds, St Edmunds and St Benet’s PrimariesBev Wicks, Multi Agency Facilitator |

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| **Topic:** | **Lead by:** |
| Updates | Laura Humphrey |
| * SMIF draft published on Suffolk Headlines this week. Schools can feed back about this. Please have a look.
* Changes to time and dates for next year’s CIF 1:30-3pm time change. Thurs 10th Oct next meeting. Setting is likely to be Riverside or Kirkley Centre in Lowestoft
* Delivering Best Value – schools can sign up for this.
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| YOS role  | Aimee Foulger |
| * Aimee’s job title has changed to Education Training & Employment Coordinator – part of a new team in YOS.
* Schools will have a direct link with Youth Justice in Aimee. Aimee will visit schools, primary and secondary schools. Will provide training around what Youth Justice does. Schools can contact Aimee direct with any questions. Aimee.foulger@suffolk.gov.uk
* Improving outcomes for young people. Ages 8-18yrs is focus area.
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| **Transition: Looking for a Collective Approach** **Appreciative Enquiry continuation** | Alice Clarke and Kayleigh Skene |
| * We want to come up with some guidance for our community on how we transition our pupils in the most safe and useful way.
* Discovering what is already happening, what might the ideal transition look like? RE-cap on ideas covered in the last CIF.
* **Discover phase** – extra transition period, y7 visit year 6 classes, parents/carers involved, friendship groups, Saturday morning sessions, staff attending EHCP reviews, y6 tea parties, starting high schools before the summer, communication carrying on into the autumn term is already happening,
* **Creative ideas** – ideas from last CIF meeting - EHCP /SEN register completed swiftly, more provision with mainstream, more specialist provisions, sharing experiences from y7 students to build on experience, TAs to visit and build relationships, thinking about transition from Nursery to Reception and Post 16 too.
* Aim to make transition as positive as possible.
* **Realistic commitment** ideas

**Ideas from group discussions*** Meeting with feeder schools to discuss pupils earlier.
* seeing a child as a person not just an EHCP
* staff from y6 & Y7 to attend Family Network meeting if family are open to Early Help.
* keep communication open and go back to y6 staff to ask questions if more information is needed.
* coffee mornings for high schools to attend in primary school settings.
* pupils invited to attend plays/performances at high school from Y5.
* mini paths on induction.
* information sharing between settings.
* high schools to attend Y6 EHCP annual reviews.
* Saturday schools work well.
* one page profile sharing for whole cohort not just SEND.
* supporting parents to know who to get in touch with at secondary schools.
* 7Cs.
* VSEND.
* key contact non-teaching member of staff for parents to liaise with.
* all children with SEN/vulnerable pupils to be invited for extra transition not just those with EHCPs.
* SENCOs to recommend pupils who may need extra transition.
* share successful ways of working with and supporting the child.
* Pledge agreed and EPs will share this information alongside CIF minutes.
* Top suggestion - transition to be held on the same day.
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| **Questions arising****Agree the focus for the next CIF** | Laura Humphrey |
| What do we want from next year? ideas emailed to Laura Humphrey laura.humphrey@suffolk.gov.uk Laura will do a survey to find out what we would like.First CIF next school year Family Services - potentially group discussions What is Specialist? What is Mainstream? Dates and changesLaura has spoken to Family Services about EHCPs and discussed possibility of EHCP moderation event with CIF attendees in collaboration with FS to be clear what mainstream is and what specialist is. |
| **Next Meeting**:  |
| Please fill in this short feedback form about the Community Inclusion Forums if you haven’t already <https://forms.office.com/e/ANL4kHMAvQ> |