WOLVERHAMPTON CHILDREN'S TRUST
CHILDREN'S TRUST BOARD
Minutes of meeting held on 18th March 2015
Civic Centre

Item	Notes	Action
	Present Councillor Val Gibson (Chair) – WCC Steven Marshall (Vice – Chair) – CCG Councillor Pete O'Neill Councillor Claire Darke Ros Jervis – WCC, Public Health Andrea Dill Russell– Wolverhampton College Emma Bennett – WCC Mary C Keelan – Secondary Representative, Wolverhampton School Improvement Partnership Cathy Higgins – Consultant Paediatrics Steve Dodd- (On behalf of Ian Darch) Lesley Writtle – Black Country Partnership Foundation Trust James McElligott – WCC **Officers:** Kush Patel - SIDO Hannah Finch (Minute Taker) - WCC **In Attendance:** Kali Lewis – Locality Manager , Area 2 Carole Bourne – Head of Children's Commissioning	
1.	**Welcome, Apologies, Introductions** Apologies were received from: Tim Johnson - WCC Helena Kucharczyk– WCC Linda Sanders – WCC Lynn Law – Primary Representative, Wolverhampton School Improvement Partnership. Jeremy Vanes – RWT Chief Superintendent Simon Hyde – West Midlands Police Gillian Ming - Safeguarding Board	

2.	**Declarations of interest:** • None.	
3.	**Minutes of the meeting held on 17ᵗʰ December 2014** • Agreed as a true record **Action:** Cllr Gibson stated she would raise the issue of escalation to Ministers in regards to absence of information sharing protocol.	
4.	**Matters Arising** • Discussion took place in regards to definitions of Tier 1,2,3 and 4 support. • Photos for the Children's Trust Board Newsletter are still outstanding and need to be sent to Kush as a priority. • Discussion around Mary Keelan's new role within the Children's Trust Board. Emma informed the board that Mary is now a Secondary Head Representative. • Kush shared the annual report. Cllr Gibson agreed this was a positive move forward. Action: Approved	
5.	<u>**CYP and F Performance Plan.**</u> <u>Kush Patel</u> • Kush Patel presented a summary of the report provided regarding key developments of the CPP and F Performance Plan. She stated that the group will receive a performance update in September. <u>Cllr Gibson</u> • Cllr Gibson stated this was a working document which was currently in development. She felt that the terms deprived school, used on page 11, was not a standard measure which should be used. <u>Steven Marshall</u> • Steven questioned how we work out the numerators and denominators for the working out of percentage across the document. Kush stated Helena Kucharczyk who has developed this document would be able to give greater clarity on this. <u>James McElligott</u> • James stated that he felt some changes may need to be made within the document in terms of Page 5, 1.2, What is the measure of a deprived child or a deprived school and Page 9 2.5, the document misses key A level outcomes, further on page 12, 2.5, these points need to be separated into Primary and Secondary school points. **Action:** Helena Kucharczyk to discuss with James McElligott in regards to usage of term deprived school. **Action:** Addition of A level outcomes to page 9. **Action:** Separation of outcomes to reflect Primary and Secondary Schools on Page 12.	

6.	**School Readiness – Kali Lewis**	

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Kali Lewis
- Kali shared with the group the School Readiness proposal report and its key focus on stages before schooling in terms of social and emotional development.
- The report has a spot light on providing support for parents in providing correct parenting skills to ensure their child is school ready.
- Kail stated that the population of 0-5 children across the city was growing rapidly, with 33% of the current population aged less than 5.
- An NSPCC video was outlined to show the importance of school readiness and collaborative working between services to ensure provision is made for parents to help them achieve this.
- She further stated that EYFS characteristics of school readiness are quoted within this report however the reports key focus is on Parents and their readiness to help their children achieve.

Ros Jervis
- Ros stated she felt some of this work had already been undertaken by the Infant mortality group and was concerned about an overlap in development with this report.
- Questions and queries then arose around a previous Bump-start programme which had been implement but had finished its pilot stage and had not been continued due to a lack of evaluation.

Cllr Peter O'Neill
- Cllr O'Neill was concerned about the definition of school readiness and wanted to know if a definition existed to be shared with parents.

James McElligott
- James agreed a definition needed to be used and suggested those taken from the Early Years Framework, in terms of the Early Years Learning Goals.
- He further suggested he could condense these and present them to members of the group.

Carole Bourne
- Carole suggested that School Readiness was not actually a helpful title as this report had move of a focus on the social, emotional and behavioural impact that parents can have upon their young children.

Mary Keelan:
- Mary felt the report needed to be more visual and appealing, then to be circulated to schools.

Cllr Gibson:
- Cllr Gibson felt that this was a good report however it had drawn out many questions which need to be addressed in the form of a Task and Finish group.

Actions:

James McElligott to create booklet in regards to Early Learning Goals, to be distributed to members.

EB to discuss with Andrew Wolverson about creating a Task and Finish group in regards to this report, with a view to include Public Health and Education.

	KL to check with RJ to check no overlap has taken place between this work and projects run previously by Public Health.	
7.	**Participation Plan:** **Kush Patel** • Kush stated that across Wolverhampton we undertake a good level of participation with service users shaping the services they interact with. • The plan outlines how we collate the information we receive from the performance management comments across services. • Further to this from a Commissioning perspective Kush suggested that Quality Assurance Compliance Officers visit services and ask to see how participation effects and develops these services. Kush hoped this would be something that could be developed further, similar to a national framework of participation **Emma Bennett:** • Emma stated that in regards to the participation plan, it is the principles of the plan that the Children's Trust Board are looking to sign up to. **Steven Marshall** • Steve queried how we currently monitor participation across services to which KP stated that we currently monitor this via Performance Management and a needs analysis. This should form a key part of the performance framework. • He further felt that plan this needed to show the evidence of enabling the outcomes of participation. **Lesley Writtle** • Lesley stated if required she could provide the measures used across Health to monitor participation. **Emma Bennett:** • Emma felt that the plan was not clear about how participation was evidenced within the plan in terms of an audit. **Action:** Kush Patel to consider how participation will be evidenced in the performance framework.	
8.	**MASH Update – Information only.** • Emma Bennett presented a summary of the progress of the MASH. She stated this was in early stages of development • Cathy Higgins asked what input the MASH required from Health. • Emma stated a representative had been asked from via Clair Boliver. She felt this needed to be further investigated. Emma suggested to Leslie Writtle that she needed to discuss this with her safeguarding representative to find out more about the MASH. Emma stated she would liaise with Leslie further in regard to this.	
9.	**AOB** • Nothing was reported.	

| 10. | **Date of Next Meeting:**

Friday 18th September 2015, 2 pm – 4 pm. Committee Room 2 Civic Centre.

The Chair thanked everyone for their attendance and authors of reports and the case study.

Meeting closed at 3:05pm. | |

Action	Responsibility
Escalation letter to Ministers in regards to absence of information sharing protocol.	Cllr Gibson
Discussion in regards to usage of term deprived school.	Helena Kucharczyk James McElligott
CY&F Performance Plan edits	Helena Kucharczyk
Creation of a Task and Finish group in regards to School Readiness, with a view to include Public Health and Education.	Emma Bennett
Definition of Early Learning Goals to be distributed to members.	James McElligott
Checks to ensure no overlap has taken place between School Readiness report and projects run previously by Public Health.	Kali Lewis Ros Jervis
To consider how participation will be evidenced in the performance framework.	Kush Patel