

# HEREFORDSHIRE CHILDREN'S TRUST

## Management Group Meeting Minutes

Monday 25 January 2010

Room 3 Blackfriars

2.00 – 5.00pm

### PRESENT:

Chris Baird (CB), Chair, Assistant Director Planning, Performance and Development  
Denise Strutt (DS), Chair, Enjoy and Achieve Outcome Group  
Philip Round (PR), Chair, Economic Well-Being Outcome Group  
Keith Barham (KB), Chair, Positive Contribution Outcome Group  
Ruby Thomas (RT) Interim Manager Herefordshire Safeguarding Children Board  
Representing Kim Drake (KD)  
Julie Powell (JP), Chair, Schools Forum  
Sarah Aitken (SA) (Chair), Be Healthy Outcome Group

### IN ATTENDANCE:

Val Cavanagh (VC), PA Children's Trust  
Sharron Goode (SG), Workforce Strategy Manager

**ACTION    DEADLINE**  
**BY**

#### 1.    **APOLOGIES:**

Kim Drake (KD), Chair, Children's Trust Stay Safe Outcome Group

Philippa Granthier (PG) Head of Children's Trust Development

Wendy Fabbro (WF), Associate Director Integrated Commissioning

Jade Brooks (JB), Service Improvement Manager, Integrated Commissioning Directorate

#### 2.    **DECLARATION OF INTEREST**

#### 3.    **MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING**

It was agreed that the minutes of the last meeting were a true and accurate record.

##### Matters Arising

Page 2 (minutes dated 1 December 2009)

Action: Report cards forma to be reviewed to ensure that they are fit for purpose. Adjustments to be made to be considered by Management Group at next meeting.

##### **Action:**

**To be an agenda item at the next meeting**

**VC**

**23/03/10**

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##### Item 4: Report Cards (minutes dated 1 December 2009)

Concerns over non-representation of schools at the meeting was discussed. NG suggested that the CT look to link to schools specialism's. PG to take forward with Outcome Group Chairs.

**Action:**  
**PG to raise with outcome group chairs when reviewing group membership** PG 23/03/10

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Action:

KD and KB to ensure clear actions to address bullying across Stay Safe and Positive Contribution Outcome Groups, being clear about who is doing what and when. Update at February Management Group.

Meeting has been scheduled with KD and KB

**Action:**  
**Presentation to HASH on the role of the Children's Trust and the report cards .** CB Feb 10

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Shadow Board

DS and PR to attend Shadow Board meeting on Friday 28 March and KB to attend on Friday 30 April.

**4. SERIOUS CASE REVIEW**  
Paper previously circulated.

RT gave an overview of the detailed serious case reviews process. All written reports are written around descriptors set by Ofsted. Upon completion of the Individual Management Reviews (IMR) the Hereford Childrens Safeguarding Board signs off the IMR and it is submitted to Ofsted. Ofsted agrees a rating for the report / action plan. An executive summary is placed on the Safeguarding website which is accessible to members of the public.

RT confirmed that there are common themes emerging from the SCR that Hereford has recently been involved in. The themes identified are not just common to Herefordshire. Action for Children have been commissioned to delivery training linked to lessons learned from recent reviews.

RT confirmed that a report identifying actions for each agency is submitted to the Quality Assurance and Evaluation sub group.

The group discussed how lessons learned could be disseminated to each outcome group giving clear guidance on their role and issues to be covered in this area.

RT suggested that it would be beneficial to pinpoint actions to be taken up by outcome groups. This could be achieved by;

- briefing session on outcome SCR and key learning points
- how public health and colleagues engaged in actions from SCR

Group members agreed to remove Serious Case Reviews as a standing agenda item.

## 5. PRIORITIES FOR CHILDREN'S TRUST

CB opened the discussion with an overview of the Children's Trust current arrangements in Hereford.

CB referred to his email (14 December 2009) previously circulated to all outcome group chairs and vice chairs identifying potential key priorities for 2010/11

The group discussed, identified and agreed 6 key priority areas, suggested actions and how progress could be measured against each priority.

### **Key Priority 1:**

**Improve the achievement of children and young people, particularly KS1 and KS2 and amongst vulnerable groups.**

#### Actions to support this

- Early intervention – speaking and listening
- Identify barriers to underachievement
- Readiness for school approach – identify and work with families (CAF)

Measured by – National Indicators

### **Key Priority 2:**

**Reduce the percentage of children at the end of primary school who are overweight or obese.**

#### Actions to support this:

- Implement UNICSF breast feeding standards
- Promote and support Change4Life
- Offer MEND programme re obesity
- Ensure take up of 1 hour a day 5 days a week activities

Measured by Weight and height measured in Year 6

Measured in Year 6

### **Key Priority 3:**

**Increase the involvement of children and young people in decisions that affect them.**

#### Actions to support this

- Young Inspectors
- Assist with recruitment/selections
- Engagement and Involvement Strategy and action plan implementation

Measured by: Survey's e.g ECM

### **Key Priority 4:**

**To improve e-safety for children of Herefordshire.**

#### Actions to support this:

- Planned programmes for raising awareness and what to do

- Develop education package for parents
- Update and implement e-safety strategy
- Interagency procedures around e-bullying and safety

Measurable by: OFSTED reports

Key Priority 5:

Reduce bullying incidents of bullying of children and young people

Actions to support this:

- Coordinate current action which is often isolated, set out standards across Herefordshire (update strategy).
- Increase support for victims

Measurable by: Local surveys and OFSTED report

Key Priority 6:

**Young people have the right skills and qualifications to be economically independent.**

Actions to support this:

- IAG – transition to Local Authority
- Increase provision for NEETs, target Connexions/LSC
- Ensure employer requirements are met in 14-19 provision
- Ensure Connexions work coming into local authority is value for money

Measurable by: NEETs – drop out rates and take up of courses

## 6. AREA BASED GRANT – QUARTER 3

### 7. WORKFORCE STRATEGY

(minute taker not present at the start of this item)  
Paper previously circulated.

SG confirmed that there has been significant interest in the Artemis programme and felt that this was due to the flexibility of the programme.

All new members of staff in the Children and Young People's Directorate are automatically enrolled onto the programme.

SG confirmed that 60 people had completed the programme. The programme has not as yet been launched to schools. SG to meet with head teachers to discuss how programme can be implemented. Health sector has received information but there has been no take up as yet.

**Actions:**

**Head teachers to receive an Artemis taster. SG to attend Schools Forum meeting.** SG Feb 10

**SA to discuss with Sharon Menghini (Director of Children's Services) the integration of workforce development in common areas of required training and development to avoid duplication.** SA Feb 10

SG confirmed that the role and membership and terms of reference of the Workforce Steering group needs to be reviewed. It was agreed that the Management Group would act as the scrutiny group.

**Action:**

**SG to prepare paper to be submitted to Children's Trust Board with clear recommendations of what is required and costs identified.**

**SG**

**Feb 10**

SG confirmed that a flyer had been distributed to all schools via the school bags and email informing them of the serious case review training available until June 2010.

**Action:**

**SG to contact Chairs of Primary and Secondary School Forums to raise awareness of training sessions.**

**SG**

**Feb 10**

CB confirmed that SG works across all areas and there is a need to promote this and need to collaborate training to avoid duplication.

**SG to provide list of key workforce development training dates.**

**SG**

**Feb 10**

**8. ANY OTHER BUSINESS**

**Meeting finished at 4.50pm**

**DATES OF FUTURE MEETINGS**

Monday 8 February 2010	2.00 - 5.00	Room 3, Blackfriars
Tuesday 23 March 2010	2.00 - 5.00	Room 3, Blackfriars
Thursday 22 April 2010	2.00 - 5.00	Room 3, Blackfriars
Tuesday 25 May 2010	2.00 - 5.00	TBC
Tuesday 22 June 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 20 July 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 21 September 2010	2.30 - 5.30	Room 3 Blackfriars
Tuesday 2 November 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 29 November 2010	2.00 - 5.00	Room 3 Blackfriars
Tuesday 25 January 2011	2.00 - 5.00	Room 3 Blackfriars
Tuesday 28 February 2011	2.00 - 5.00	Room 3 Blackfriars
Tuesday 22 March 2011	2.00 - 5.00	Room 3 Blackfriars