

**EARLY YEARS DEVELOPMENT GROUP
MINUTES OF MEETING HELD AT SEFTON PDC
ON THURSDAY 19 DECEMBER 2019**

PRESENT: Lynda McQueen (Chair)
Debbie Summers, Joy Calderbank, Ez Mills, Suzanne Payne, Jen Teasdale, Cathy Earley, Alice Apel, Alicia Cavanagh (Minutes)

APOLOGIES: Bernice Brown, Kevin McBlain, Jenni Taylor, Rita Omar, Celia Wilson, Clare Friar, Maureen Walker, Jacquie Finlay

		Action
1.	<p>Welcome and Introductions</p> <p>Lynda McQueen welcomed the group and introductions were made as some were new to the group. Maureen Walker has stepped down from this group and also the 2YO Forum.</p>	
2.	<p>Minutes of last meeting – 24/10/19</p> <p>CE: Page 1 – Helen Pruden is Dot Tinsley’s replacement (NWBH).</p> <p><u>Membership:</u></p> <p>SP: We need to have an overview of names and organisations so we can see there is equity for presentation.</p> <p>EM: Asked if we had a Social Care rep? This had been agreed previously that it would be as and when needed.</p> <p>CE: Has everyone on the group got voting rights? This had not been thought of. CE will look at this.</p> <p>SP: We all have a vested interest in early years, so if we get the representation right we should be ok.</p> <p>SP: Page 2 (6th para) – should read: SP reported that at the last SAPH meeting, heads were shocked when they realised the amount carried forward in the Early Years block.</p> <p>Page 3 – LMQ apologised for not sharing updated Discretionary Funding criteria. SP asked for them to be sent out with the minutes of this meeting.</p>	<p align="center">AC</p> <p align="center">CE</p> <p align="center">AC</p>

	<p>Page 5, item 8 – The purpose of this group is to feed into Schools Forum.</p> <p>LMQ asked if the group were happy for amended minutes to go to Forum? CE said she sits on the SEN group and their minutes don't go to Forum. It is not consistent of which groups are reporting and which are not.</p> <p>SP said the question needs to be asked at Forum whether they are happy to receive minutes from groups. CE can ask this question.</p> <p>It was agreed to hold fire on sending the minutes until we hear back from CE.</p>	CE
3.	<p>Training Subgroup – Suzanne Payne (item moved on the agenda)</p> <p>The group met in November and membership was agreed. EM could not attend the meeting.</p> <p>The purpose was reflecting on training and identifying issues/gaps.</p> <p><u>Gaps:</u></p> <ul style="list-style-type: none"> • SEND, Communication & Language • Funding the training • Training delivery (one-off, packages) • Recruitment across all sectors and quality of staff • Potential for high quality training being delivered i.e. NVQ. SP is going to look at neighbouring authorities. • Discussion around Language – one of the School Partnerships • LMQ fed back on work that has already been done in September and how we don't want to lose this. • Potential for S&L surgery. CW was going to explore this. <p><u>SEN training:</u></p> <ul style="list-style-type: none"> • Inclusive friendly setting • SENCO training • Discussed potential Accredited SEN training. <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Development of centred package • NASEN Project • Liaising with Ez • Development of tiered approach • SEN focus groups • Funding for SEN Project 	

- Look at mapping training across partners

LMQ had a meeting with EM to discuss SEN training outside of the group. EM brought in conversation about other funding available which he will share.

A paper was handed to the group showing packages from School Readiness.

EM: Disability Access Fund (DAF) – this is a secure pot of funding for 3 & 4 year olds who are in receipt of Disability Living Allowance (DLA). The paper shows how much has been spent and how much remaining. If there is an underspend can it be used for SEN support/training?

CE: July 2018 is showing a balance of £71K. In November 2018, there is a variance of £4K not spent. JC reported that there is another term of funding to go on this.

EM: Where is DAF advertised? JC said she will send something out in January to early years providers, to say there is a term left for this year.

EM: Has looked at other authorities and they have used underspend from DAF for training.

LMQ: There is an opportunity for Train the Trainer – if agreement to do this for SENCO award. EM explained further on this.

SENCO award

EM has met with someone from Wirral who has gone ahead with the SENCO award, delivered by Liverpool School Improvement. 39 authorities are on board. It is a structured delivery model of 12 sessions (full days) and each session has a theme. It is targeted at PVI settings. 500+ SENCOS have been trained to date.

Approx costs – for a group of 20 (or 15-25) – if we ask Liverpool to deliver = £1200 per SENCO, this includes everything except venue costs.

If a trainer (Train the Trainer) = £4.5K per trainer. £3,900 each.

If we as trainers deliver, we would still have to charge the SENCO for attending at £450. This would include moderation of assignments, delivery and visits to settings or we could use Jarvis Training – Train the Trainer.

Discussion

LMQ: Said she was asked by Jarvis Training to Train the Trainer and she was shocked – they needed further training and had to buy her back in.

JC

<p>LMQ: PVI's need to be committed. We have the expertise within Sefton but may need an external provider initially due to capacity.</p> <p>EM: Would be interested in how Liverpool deliver it.</p> <p>SP: Our aspiration is to run it for a year and then see where it goes.</p> <p>CE: It would stop schools and settings pulling on LA resources.</p> <p>JT: Would embed quality settings, buddying up etc.</p> <p>EM: If we had a group of 50, with Liverpool delivering, we are looking at £25 - £30K</p> <p>JC: Asked how this would be allocated as there are approx. 70 PVI settings?</p> <p>SP: Replied that it would have to be via Expression of Interest.</p> <p>LMQ: From a Sefton viewpoint, what do we want our workforce to provide to our families/children. The initial group who are trained i.e. 15-20 staff wouldn't be expected to go out and support other settings.</p> <p>EM: Most authorities are using the model of Liverpool to deliver, then using Jarvis for Train the Trainer. DAF funding rolls over, so it doesn't have to be spent by the end of March. PVI can show Expression of Interest to start at a later date. Need costings to put forward to Schools Forum (including venue costs).</p> <p>CE: When are we looking to start?</p> <p>LMQ: Does it need to go through Procurement CHEST?</p> <p>EM: Liverpool can always give an overview session to interested parties.</p> <p>LMQ: Circulated paper on SEN on-line training which showed eLearning courses with KCA for SENCO's. Can we do something similar?</p> <p>SP: We would need costings.</p> <p>CE: Said she could put a report together with costings re. figures from EM, eLearning, SALT training – would need figures from CW. LMQ will meet with her.</p> <p>EM: Another package he has come across, but doesn't know a lot about, is Early Years ELSA (emotional Literacy). Some elements may already be being done by other services.</p> <p>SP: Mentioned that she has used Lisa Wisher – who is really good for trauma.</p> <p>LMQ asked for her details as she is putting a bid together. SP will send asap.</p>	<p>CE</p> <p>LMQ</p> <p>SP</p>
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<p>4.</p>	<p>Early Years Report</p> <p>A paper put together by Kevin McBlain was circulated to the group. As KMB was unable to attend the meeting, JC and DS would feedback.</p> <p>SP: Asked about deprivation levels. DS replied that this is a mandatory supplement. This must be included, but the rate can be changed. It doesn't have to be in 3 bands, this is up to the LA. This was put together when establishing the Single Formula Funding (SFF).</p> <p>CE: Item 2.2, the paragraph is misleading - £2m has gone in from early years block. DS said this is a one-off due to carry over.</p> <p>SP: Paragraph needs rewording before Schools Forum. Doesn't make it clear. SEN block is to support 0-19 and other funding has been brought in to cover deficit.</p> <p>CE: Has requested a breakdown of how the centrally retained element of the Early Years Block is spent.</p> <p>SP: Need to be really clear and see a % in relation to the early years block and see at a glance what it is being used for - directly with children and what is used within the LA. We should then be able to see the underspend and allocate accordingly, to ensure we don't accumulate an underspend and it goes into reserves.</p> <p>JC: 2YOO money is deducted based on the January census. If low, we have to dip into reserves until the next census.</p> <p>DS: Section 251 of the annual report shows how much the LA use on LA staff – this can't go above 5%.</p> <p>SP: Would like to see % spend against this figure mentioned in 251.</p> <p>CE: Item 2.4, raised query over contingency funding. DS replied that this was put in place to cover families who need continued funding (what was DCATCH). LMQ said there is a gap. Families are struggling to access childcare for SEN children particularly if parents are working.</p> <p>CE: Do we know what the lump sum for transitional nurseries is? DS replied that this is not known yet. Will ask KMB.</p> <p>Recommendations were agreed by the group based on changes in the report.</p>	<p>KMB</p> <p>DS</p>
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5.	<p>2YO</p> <p>This item was moved to the next meeting as this meeting had over-run.</p>	
6.	<p>Any other business</p> <p>EM said there a lot of different meetings taking place on the back of the Ofsted Inspection, but there is no early years representation. How best to find early years rep at those meetings? CE said she attends lots of groups. LMQ asked if she could have a list of the meetings so that we know. CE to send to AC to go out with the minutes. CE asked if for the next meeting of this group members bring details of any meetings they are on.</p> <p>LMQ said we need to summarise our actions and set dates for future meetings. LMQ to send out proposed dates to EM, CE and SP. Meetings need to be at least 3 weeks before Schools Forum.</p>	<p>CE</p> <p>ALL</p>
9.	<p>Dates and times of meetings</p> <p>Monday 24 February 2020</p> <p>9.30am – 11.00am</p> <p>Sefton PDC, Formby</p>	