

Title:	Framlingham & Leiston Community Cluster Steering Group		
Purpose or Mandate:	Community Cluster Steering Group		
Date:	18 January 2007		
Place:	Saxmundham Middle School		
Time:	10.00am		
Attendees:	<p>Ian Flintoff (Chair) Headteacher Leiston High; Elaine Hawes, Headteacher Saxmundham Primary School; Rachel Rowe, ESDO Framlingham & Leiston Cluster; Nicola Chillingworth, Early Education Team & 0-5 Qualified Teacher Support for Leiston Children's Centre; Lyn Goodwin, Early Education Support Teacher Framlingham & Leiston Cluster; Sally Porter, Childcare Support & Development Officer Framlingham & Leiston Cluster; Brenda Hill, Children's Centre Project Co-ordinator; Terri Wright, HV/SN Clinical Co-ordinator Suffolk PCT; Peter Horrocks, CYP; Sue Boardman, CYP Executive Representative; Martin Payne, Youth & Connexions Service; Robin Potter, Chair of Governors Saxmundham Primary School; Julie Mayo, ES Admin Support</p>		
Item No.	Item Description	Relevant business considered, facts noted, the decision taken and its rationale	Lead Officer/ actions
1.	Apologies	Richard Broom Graham Underwood Tina Fordham Fiona Raison Dennis Tattoo Liz Rushbrook	
2.	Minutes of the previous meeting	<p>Minutes agreed as an accurate record. Matters Arising; Item 2 – Administrative support still not found, Julie Mayo supporting cluster short term, but need to employ admin support. Peter Horrocks may know of suitable person and will look into this.</p> <p>COLIN (SCC intranet site) now launched and everyone should all have password and use. Commented that not easy to trace phone numbers for schools, and no CC phone numbers listed yet. Query as to whether this links to school portal – this is separate site. Mark Tittle currently working on further directories.</p> <p>RR advised group members should have received parish plan timetable.</p> <p>RR asked if anyone would like something included in the next TDA day to let her know – Dennis Tattoo mentioned at last meeting would be useful to have personnel from schools to discuss how they overcome obstacles for extended schools, and examples of good practice. Next TDA day 08.03.07 – mentioned that Orwell Cluster has CCSG meeting same day which makes difficult to attend. Pointed out that TDA date was known well in advance to be able to work other meetings around. Suggested to feedback to NAAT need calendar of events published to avoid possible clashes.</p> <p>Feedback from Cluster Roadshow – give web address of county – Katrina.copping@socserv.suffolkcc.co.uk – Wealth of information re funding streams, and Karen.lawson@savo.org.uk links in to SAVO.</p> <p>RR attended several community development partnership (CDP) meetings, found quite interesting, Suffolk Coastal</p>	



		<p>District Council trying to move to develop CDP's especially in market towns, to develop action plans. Need to ensure community gets information to all schools, to become involved. Thanks given to Robin for chairing work in 0-5 sub group. RR awaiting responses to e-mail regarding future of the 0-5 subgroup.</p> <p>PH - Agreement for funding for a part time DV worker to be based around Leiston CC, that worker to be supplied by FWA (probably internal secondment) – RR asked to include this to agenda to Vulnerable Children and Young People subgroup minutes.</p>	
3.	Children's Centre Update	<p>BH – Leiston CC, has not had any more steering group meetings since last cluster meeting. Made brief development plan until March, working hard to achieve childcare provision for over 2's, from 08.00 – 18.00. Leiston CC will be giving out information to parents re. going back to work.</p> <p>There are 2 CC staff – BH moving in initially to help with supervision & should have good network of support around. NC also been at LeistonCC as qualified teacher - Ofsted in March.</p> <p>Saxmundham CC – has now had 2 further reference group meetings, has confirmed new site, a stand alone building at Saxmundham Middle School; a lot of interest expressed in putting range of services in there. Family support workers may be in place before planned. Question raised as to whether these are new posts - may be redeployments.</p>	
4.	Updates from the Cluster subgroups	<p>Vulnerable Children & YP group – agenda item – the home support worker, been in pyramid for 4 years, has just been issued notice of redundancy, discussed with great sadness at meeting.</p> <p>Future of YP provision in Saxmundham – councillors had meeting before Xmas to see what support they could give, as CYD's and Youth/ Connexions youth club had closed. A joint CYD's/ Youth and Connexions youth club is being reopened at the youth centre this term for one night per week - Tuesdays from 16.30 – 21.30, from 06/02/07 –partnership working.</p> <p>Also discussed future use of other buildings – hoping current provision will continue as long as possible, but there will be future issues re venues. Looked at funding for CYD's – major area of need, only operates on voluntary basis and reliant on funding bids. Members to look at youth provision funding in other areas of the county/country and report back.</p> <p>Touched briefly on schools re-organisation (SOR) – Rae Leighton (SCC Councillor) spoke of the proposal that would affect this area earlier than other areas if the go ahead for (SOR) is given on March 22nd. Summaries on SCC website and will be coming into schools, libraries etc to make people aware of forthcoming situation. 1st phase of school reorganisation still has to go for approval and would not be effective until 2009/2010</p> <p>Holiday Activity Scheme subgroup – Undertaking consultation with Year 9 from TMHS in Framlingham and Leiston High, Yrs 5-6 and Yrs 3-4. Have questionnaire which has been evaluated by colleagues, also linking in with CDRP conference being held on 19/01/07 at High Lodge. Mentioned Lowestoft HAS which led to noticeable reduction in crime during activity period. Lead agencies are CDRP, ES, Community Sports Network and SCDC, trying to link with</p>	



		<p>different partnerships and get broad range of activities. CDRP hoping to produce a directory for One Suffolk website, and postcards to direct people to the site. Last year a directory was produced for this cluster but dispatched very late, this year will be produced earlier.</p> <p>Also discussed funding bids, sub groups to need broader membership (only 6 at present), and being renamed FLAG – Framlingham and Leiston Activity Group. Anyone wishing to join group advise RR, will be looking at activities for all age ranges, not only over 13's. PH - also a need to look for activities for looked after children, children on verge of going into care, disabled children etc, and money available for these. {Possibly need to link in with Adolescent Outreach team and raise at NAAT.</p> <p>EH – noted cookery as something requested, as was more environmental activities. Last year bird watching group was very successful. May be able to link in with cookery school in Aldeburgh. Health also discussed, and engagement with local farmers markets. Lots of potential links, but need to make the links and finding funding for them.</p> <p>Need to get something off ground and lots of activities sorted – RR to email date of next meeting to group – 1st Friday after half term.</p> <p>PH – access is an important issue, need to ensure all children can access, disability and behavioural. Question regarding MEND programme.</p>	
<p>Actions Agreed & Target Date: Any activity details to be forwarded to RR by 23rd February</p>			
<p>5.</p>	<p>Terms of Reference for the Cluster Steering Group</p>	<p>Leaflets handed out re. terms of reference – would like feedback and comments to put forward to next NAAT – next meeting is 27/03/07. Concerns raised that no date is shown on the document so don't know when terms were drawn up. CC Development Group – their terms of reference are changing, and needs to have uniformity around it. CYP covers Extended Services, Youth & Connexions and Early Years.</p> <p>PH noted that could be conflict within the groups, with individual practitioners wanting things for their own organisations, group needs to be prioritising and meeting the needs of the whole community with the resources available. Health – understood that terms of reference was going to say 'a management link who can make that happen', rather than representatives who could not make decisions. Should be more clearly and worded differently.</p> <p>Any other feedback – pass to IF/RR</p>	
<p>Actions Agreed & Target Date: Read terms of reference and any feedback to be passed to IF/RR</p>			
<p>6.</p>	<p>Review of the Cluster's Extended Schools Development Plan</p>	<p>SB – has been to a lot of executive meetings lately –massive change taking place at this point in time. 'Moving Forward' now being produced on fortnightly basis and everything that the group needs to know will be in that. Everyone needs to have access to that, and use that as key communicator for everything that is going on. Possibly at meetings can look at some items mentioned in 'moving forward'</p> <p>JAR – changing the way they are working, and will only let people know about fortnight before that they are coming.</p> <p>RR – terms of ref – one main purpose of the Community</p>	



		Cluster Steering group is to construct & implement development plan to promote cluster activity. Extended Schools (ES) are required to have ES cluster development plan, based around the ES 5 core areas. The development plan for this cluster is out of date and unable to be used. Need to get DP for ES, a start has been made but will not look at in depth this meeting. Head Teachers to input into the ES plan at the cluster Heads Meeting on 23/01/07. RR will have draft copy for next meeting-helpful to have multi-agency in put. Health – Lack of knowledge around understanding on DV, with social care supporting anger management and health not supporting. Mick Meadows now responsible for bringing teams together from different services, to include workforce and organisation of training, so all being trained equally.	
Actions Agreed & Target Date: Members to view Moving Forward on fortnightly basis			
7.	Cluster Action Plan based on the Suffolk Young Peoples Plan and Every Child Matters	Important for cluster to have CYP 0-19 action plan to reflect County CYP action plan. RR at LSP meeting on Tuesday at Suffolk Coastal, and that also need to reflect CYP action plan. Group has pro-forma's – today to look at Be Healthy and Stay Safe. Noted by group that a lot of work has already been done on this, i.e. schools with their SEF, but that it has not been done at a cluster level. Gap analysis has been done but in 2005, and has been tremendous change since originally completed. EH questioned whether the cluster had enough to work on without action plan. PH advised need to have list of priorities to work with, and will be a working document. Comment also raised that all previous work was carried out and no progression made, need feedback on progress. Reiterated that this will be a working document and looked at as agenda item at each meeting, but will be brief, and concise. The groups then split into two and looked at Be Healthy and Stay Safe.	
8.	AOB	TW asked to be minuted that has liased with the council regarding Leiston Primary School and no road signs outside Leiston Primary School and Children Centre, emails to council has not had any comeback. IF has offered to speak to the HT regarding this, and BH also to deal with matter.	
Next meeting date: 15 March 2007 Thomas Mills High School, Framlingham 10.00a.m.			