SLOUGH CHILDREN'S TRUST BOARD - Meeting held on Tuesday, 26th January, 2010 at Connexions, High Street, Slough.

Present:-

Name	**Representing**
Rafiq Chohan	Assistant Director, Economic Development, SBC
Robin Crofts	Assistant Director, Inclusion, SBC
Janine Edwards	Homestart Slough/SCVS
Aman Gill	Performance & Information Manager, SBC
Kevin Gordon	Assistant Director, Transformational Change, SBC
Janet Hughes	Connexions
Anita Jan	Community Consultation Officer, SBC
Denis Kitchener	Senior Adviser
Councillor Natasa Pantelic	Commissioner for Education and Children's Services
Ellis Rivers	Group Manager, SBC
Jean Robertson	East Berkshire College
Ian Sandbrook	Interim Director of Education and Children's Services, SBC
Andy Sedgwick	Interim Assistant Director, Children & Families, SBC
Mary Shannon	Business Manager CT/LSCB
Chris Shead	Thames Valley Police
Viki Wadd	NHS Berkshire East
David White	Learning and Skills Council

Apologies for Absence:- Jesal Dhokia, Linda Evans, Bob Garnett, Katherine Horler, Bob Jones, Trevor Keable, Rebecca Lacey, Jacqueline Laver, Karen Proctor, Jeff Richardson, Elaine Coleridge- Smith and Jane Weller.

Item	**Main Points/Action Arising**	**Action By**
27.	**Welcome/Introductions**	
	Ian Sandbrook (IS) reported to Board Members that it was anticipated that Clair Pyper would be returning to work in the near future and that she was recovering well following her operation.	
	It was noted that the process of appointing Assistant Directors for Children and Families and Raising Achievement within the Directorate was underway and that Stakeholder Panels would be meeting on 22nd February and 1 March, 2010.	
28.	**Feedback from CT Executive Board, 7th January, 2010**	
	IS reported that at the meeting of the Executive Board in January 2010 there had been an opportunity to reflect on the effectiveness of the Children's Trust with regard to the mechanisms that were in place relating to outcomes for children in Slough. An Away Day had been scheduled for 16th March at which detailed discussions would take place with regard to	

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Governance and Commissioning and the effectiveness of the Trust.

28. Reports from Key Areas

<u>Commissioning – A route map towards Children's Trust Commissioning in Slough</u>

Robin Crofts (RC) reminded the Board that there was a national requirement to assist Children Trusts in developing their commissioning and that there was a four step strategic change process that had to be undertaken. The four stages of this process were explore, prepare, deliver and sustain. It was noted that at the meeting of the Board in November, 2009 Members had undertaken a self-analysis exercise and had had discussion with regard to standards where it was felt good progress was being made and those which needed to be improved.

The next step within the process was to produce an outline Change Plan which would focus on the Trust's immediate response and record the actions it would take during the prepare phase. It was noted that the Change Plan would pave the way for a full strategic Change Plan produced following comprehensive research and stakeholder engagement. Members were informed that there were four main sections of the outline Change Plan including:

1. **Priority Areas for Change** – To include a summary of the main priorities for change, including long term aim and change objectives.

   Members were reminded that the priorities identified through the self-analysis programme were:

   - Understanding, supporting and engaging with the commissioning process.
   - Information and intelligence to inform commissioning.
   - Effective leadership and management of commissioning with a single work plan to achieve outcomes.
   - Distinguishing and refining strategic and operational commissioning.
   - Joint commissioning with Children and Adult Services and Health.
   - Priority areas for change.
   - Players with executive function and fulfilling responsibilities.
   - Resource maximisation and capacity to deliver change and get the best results.
   - Relationships with providers.

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- Using evidence based practice.

2. **Focus for Change** – to include an operational plan focused on early thoughts and activities which are change solutions, including stakeholder mapping, management, communication and involvement.

3. **Children's Trust support for the Outline Change Plan** – to include member involvement, financial and people resources, engagement and consultation, reviews, emergent findings and options, results documented.

4. **Success criteria for the Plan to contribute to improved outcomes** - to include a short list of success criteria such as
   - Trust leaders and other stakeholders contribute to the change.
   - Those tasked with delivery are involved and committed and have clear accountabilities for delivery.
   - The Plan is robust, realistic, achievable stretching and addressing identified priorities.
   - The Plan to be used successfully as a working document to drive and manage change.

RC asked Board Members for their views on the priorities identified for change in section 1 of the outline Change Plan and their initial thoughts on actions to address these priorities.

In the ensuing discussion, a Member asked whether examples of commissioning taking place could be given. RC reported that a register was currently being compiled of all commissioning that the Trust was involved with and would once complete hold comprehensive details of all those involved with commissioning. It was noted that whilst there were different levels of commissioning taking place, the role of the Children's Trust was one of governance and to support and challenge the work that was being carried out. RC stated that the role of the Children's Trust was to look at the processes in place and ensure that these were robust for the needs as identified.

It was commented that the Children's Trust needed to distinguish and refine what its strategic and operational commissioning responsibilities were. It was suggested that early identification of key priorities was paramount and that this would lead to a framework within which the Children's Trust could operate effectively. This would provide the Trust with a route map identifying what it was that they were trying to achieve and identify where the gaps were. It was noted that the existing priorities would be reaffirmed/changed at the Away Day which was planned for March 2010.

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	<u>Preparing for the Safeguarding and Looked After Children Inspection</u> Ellis Rivers (ER) and Andy Sedgwick (AS) addressed the Children's Trust with regard to the forthcoming safeguarding inspection. AS stated that the inspection should be viewed as an opportunity to make sure that there was continuous development and improvement with regard to the services being provided. It was highlighted that the inspectors would be looking at outcomes and the connection between the operational and strategic levels. Members were informed that the inspection would take place over 2 weeks. Details of the pre-inspection documents that had been requested were outlined and an indicative timetable of the inspection was also noted. ER outlined details of the emerging themes that the inspection would be focused upon for the Children's Trust/LSCB and included shared vision which provides leadership and challenge to partner agencies, agreed models in place for performance management and reporting arrangements, joint ownership of partner agencies in implementation and evaluation of Common Assessment Form (CAF) and joint commissioning arrangements. Discussion was then held relating to the emerging themes for the Children's Trust and whether these were considered as a strength, weakness, opportunity or threat. It was suggested that an induction relating to safeguarding for individuals joining the Board would be beneficial and provide a clear outline regarding the shared vision.	Mary Shannon to note
29.	**Reports on key areas – Review of Outcome Plans from Outcome Leads** It was reported that progress was being made on the outcome plans, the majority of which were 80/85% complete and that a further update would be provided at the next meeting.	
30.	**Items for Update and Information** **<u>Children's Trust Annual Activity Survey 2009</u>** Janet Hughes (JH) outlined details of the Annual Activity Survey and data relating to all Year 11 school leavers in June 2009 and their destinations. It was noted that 93% of pupils remained in education and that this figure was one of the highest in the country and an increase of 3% since last year. It was also brought to Members attention that the percentage of pupils in the not settled category was 2.9% which was the lowest rate	

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	within the county. JH stated that the focus of future work would be concentrated on schools where pupils were leaving and not going into any formal education or training.	
	A Member queried how relevant the data was, given that a high proportion of children in Slough schools did not actually reside within the Borough. JH stated that the information was taken purely with regard to pupils who were leaving school, regardless of where they resided. However, it was stated that the data could be analysed further to look at data that was only relevant for pupils who resided within the Slough area. It was also suggested that information regarding schools outside the Borough e.g. Churchmead should be included as a high percentage of Slough pupils attended that school. It was noted that this point would be included in any future data analysis.	Janet Hughes to note.
	<u>Consultation Portal</u>	
	Anita Jan informed the Trust that an on-line consultation toolkit, 'Uengage' had been purchased. t was noted that the portal had been online since November 2008 and that since the pilot had been implemented various consultations on the system had taken place. Members were informed that Uengage would enable to: • Host all consultation events online in one single central consultation portal. • Provide a range of consultation tools and mechanisms for engaging with the community and stakeholders. • Enable consultees to register, manage their own account details, make representations online to any available consultation event, review consultation responses, results and supporting evidence. • Provide a sophisticated reporting tool to allow reports to be generated at the touch of a button. • Provide a single consultee database to profile and record all information on consultees and agents by categorisation, profile, areas of interest etc. • Allow all manual representations to be stored within the system and recorded against the appropriate consultee for reporting alongside web based representations. Members welcomed the toolkit but emphasised the need for good information sharing.	
	<u>Performance Reports</u>	
	Details of the current performance report were noted. Discussion then took place as to the best format within which data should and could be reported to the Children's Trust. It	

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	was highlighted that the data provided Board Members with useful information. It was agreed that for the foreseeable future information would continue to be presented to the Children's Trust in its current format.	Jai Mondae / Kevin Gordon & Mary Shannon to note.
25.	**Agenda Items for Next Meeting**	
	Ian Sandbrook stated that any items for inclusion on the next agenda should be reported to Mary Shannon.	All partners to action
26.	**Minutes of the Last Meeting held on 24th November, 2009 and Matters Arising**	
	The minutes of the meeting held on 24th November, 2009 were noted.	
27.	**Any Other Business**	
	<u>Change of date of CT Away Day</u>	
	It was brought to Members attention that the Children's Trust away day had been rescheduled for 16th March, 2010.	
28.	**Date of Next Meeting**	
	The date of the next meeting was scheduled for Tuesday, 23rd March, 2010.	

Chair

(Note: The Meeting opened at 11.00 am and closed at 1.05 pm)