

# Minutes

<b>Name of meeting</b>	<b>Safety Valve Board Meeting</b>
<b>Date and time</b>	<b>Monday 22<sup>nd</sup> July 2024, 9am</b>
<b>Venue</b>	<b>Microsoft Teams Meeting</b>
<b>Present</b>	Naomi Carter (NC) – Service Director, Education, Inclusion and Access Heather Morris (HM) – Strategic Manager, SEN and Inclusion Jade Kennett (JK) – Service Manager, Strategic Development Rachael Williams (RW) – Inclusion Manager Irina Rowan (IR) – Senior Finance Business Partner Rosie Lister (RL) – Virtual School Headteacher Theresa Wall (TW) – Senior Early Years Advisory Teacher Sarah Linington (SL) - Business Services Service Manager Ellie Furmidge (EF) – Business Services Officer
<b>Apologies</b>	Dean Prodomo (DP) – Service Manager, Education and Post 16 Ashley Jefferies (AJ) – Service Manager, Access and Resources Margarida Ressurreicao (MR) – Data Analyst

<b>Summary of Actions</b>
<b>Action: IR to continue looking at SEN support phonenumber funding.</b>
<b>Action: IR to follow up with DP around 3.1 mitigations.</b>
<b>Action: RW to collate data that covers whole school year for next meeting.</b>
<b>Action: EF to invite SL to future meetings.</b>
<b>Action: IR to do modelling on 9% to September 2026.</b>
<b>Action: Add OAP to Leadership Meeting agenda.</b>
<b>Action: Tools to be raised with Headteachers and taken to the next School Forum.</b>
<b>Action: RL to go through slide deck for VS and contribute, liaising with NC.</b>
<b>Action: EF to set up meeting between RL and NC and TW and NC.</b>

**Action: NC and IR to meet to discuss budget setting for ILC and specialist.**

**Action: HM to create a timeline of work and update at the next meeting.**

**Action: DP to coordinate with Statutory Team and change RAG ratings, and also break down information.**

**Action: NC to meet with HM and DP around 3.6.**

**Action: HM to add to the Outreach workstream.**

**Action: DP to review other internships/apprenticeship offers.**

1.

### **Welcome**

NC welcomed everyone to the meeting. The actions from the previous meeting were reviewed.

IR confirmed she is still looking into the funding of the SEN support phonenumber and will further follow up with DP around 3.1 costs after an initial discussion. RW confirmed the survey has been extended so will send when available and she will also collate data for the next meeting, so it covers the whole school year.

**Action: IR to continue looking at SEN support phonenumber funding.**

**Action: IR to follow up with DP around 3.1 mitigations.**

**Action: RW to collate data that covers whole school year for next meeting.**

All other actions had been completed.

2.

### **Chairs Update**

NC gave an update as per the slides that were circulated prior to the meeting.

She asked that following the departure of the Service Manager, SL is invited to future meetings to coordinate the slide deck.

**Action: EF to invite SL to future meetings.**

NC expressed her concern around the impact of SPP and feels 9% to 2025 is no longer realistic so suggested this carries on to September 2026.

**Action: IR to do modelling on 9% to September 2026.**

3.

### **Workstream Update**

The colleagues responsible for each workstream gave updates as per

the slides.

HM gave an update on 3.1 explaining DP was leading on this, but the working group had met. HM said there had been rich conversation and they hoped to pull together a document. NC advised that we need to have clarity around timescales. It was agreed this would be put on the agenda of a Leadership meeting and linked with outreach work.

**Action: Add OAP to Leadership Meeting agenda.**

NC asked for the RAG rating of 3.1.D, 3.1.E and 3.1.F to be looked at and the available tools be raised with Headteachers.

**Action: Tools to be raised with Headteachers and taken to the next School Forum.**

RL advised this work can be encompassed and a teacher group could be built for delivery to colleagues and work can be fed into the document. NC asked if RL can add to the workstreams and asked if meetings can be set up between NC and RL and NC and TW.

**Action: RL to go through slide deck for VS and contribute, liaising with NC.**

**Action: EF to set up meeting between RL and NC and TW and NC.**

HM ran through slides 3.2 and 3.3 adding that a SEND manager has been appointed and she is working on analysis of complaints and other training which will be factored into workforce development. HM is confident in the quality of plans and is tracking those on EOTAS packages. NC added that quality assurance of placements is taking place. HM said the Local Area inspection is being well supported by Health and Social Care services. HM confirmed an overspend on 3.3 based on Autumn data. NC asked that this is adjust in line with growth when budget setting. HM confirmed this is being captured.

JK talked through 3.4 confirming Studio School is progressing well and Greenmount transition work is underway. JK confirmed an MOU has been drafted but NC wanted a further conversation around this.

IR talked through the updated finances in 3.4 and NC asked that they have a meeting about ILC and specialist.

**Action: NC and IR to meet to discuss budget setting for ILC and specialist.**

RW and HM talked through 3.5 with HM talking about following up OAP work with managers in the Autumn Term and an Outreach model specific to the Island so will create a timeline and update at the next meeting.

**Action: HM to create a timeline of work and update at the next meeting.**

NC asked if HM and DP are working together on 3.6 with HM reporting that DP was leading with the College. Concern was raised over the timeline of the DFN internships with annual reviews and NC said this needs to be joined up and broken down further.

**Action: DP to coordinate with Statutory Team and change RAG ratings, and also break down information.**

IR gave an update on spending and NC asked about cost and timeframes and wants to meet with HM and DP.

**Action: NC to meet with HM and DP around 3.6.**

NC ran through 3.7 explaining work is being undertaken on recruitment of a principal EP, but the whole service will need to be looked at once budget setting has been completed.

4.

#### **Discussion**

RL mentioned training offers and coordinating these across teams with all available training in one place. NC confirmed overlap and gaps are being looked at. HM confirmed S&LTS overlap with PBS so they will meet to discuss. TW mentioned that EY staff can only access EY training and is centrally funded. NC said this needs to be coordinated and asked for HM to add this to the Outreach workstream.

**Action: HM to add to the Outreach workstream.**

RL asked if any review of internships or apprenticeships already available had been investigated.

**Action: DP to review other internships/apprenticeship offers.**

5.

#### **Performance impact**

HM reported they are working on improving timelines and working with the EP service to mitigate risk. She confirmed transfers have been met but they will work over the summer to clear backlog.

6.

#### **Appendix**

NC ran through the appendices.

7.

#### **Any other business**

NC thanked colleagues for attending and all the work they are doing. She added they have a comprehensive and workable plan to fill gaps

and work together. NC welcomed challenge and suggestions.

**Meeting closed: 10.40am**