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| **Meeting Title:** Early Years Development Group |
| **Date:**  | Tuesday 21 November 2023  | **Time:** | 9.30am – 11.30am |
| **Venue:**  | Sefton PDC, Formby | **Chair:**   | Jen Teasdale |
| **Attendees:** * Jen Teasdale – Early Years Service Manager, Sefton Council
* Louise Cheetham – Early Years Team Leader, Sefton Council
* Kim Evans – Early Years Partnership and Project Co-ordinator, Sefton Council
* Jen Staunton – Early Years SEND Team Leader, Sefton Council
* Katy Fitzpatrick – School Quality Improvement Officer, Sefton Council
* Genevieve Howell - Educational Psychologist Lead Practitioner, Sefton Council
* Joy Calderbank – Finance Officer, Sefton Council
* Celia Wilson – Speech & Language Therapist, Alder Hey
* Cathy Earley – Headteacher, Greenacre Nursery School (Schools Forum representative)
* Beth Brice – Headteacher, Crossens Nursery School
* Jenni Taylor – Headteacher, Farnborough Road Infant School
* Alice Apel – Director, Atherton House School
* Ginny Taylor – Owner, Wind in the Willows Childcare
* Helen Pruden – NWB Health, 0-5’s HV Team
* Alicia Cavanagh – Business Support Officer, Sefton Council (minutes)
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| * **Apologies:**  Clare Friar, Jen Coughlan, Kevin McBlain, Majella Maguire, Vicky Killen, Sharon Cotterall.
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| **Agenda:** |
| 1. **Welcome and Apologies**

Apologies were received as above. 1. **Minutes from previous meeting**

**Item 10:** Proposal re. conference – this was agreed as no one objected. Speakers have been booked. It will be a very motivational conference and takes place on 9 February 2024 at Crosby Lakeside.There needs to be a conference for childminders, so this will be looked at.**Minutes of the meeting held on 26/09/2023 Agreed.**1. **Membership and development of the group – Jen Teasdale**

JT went through the membership list with group. There is no one from Social Care so possibly have Natalie Ashworth.JT to speak to Majella Maguire about representation from Early Help Workers if required.Vicky Culley and Jan France to be taken off. Helen Pruden is representative for HV service. VC and JF would deputise if HP can’t attend.Hannah Rothwell to be taken off as Celia Wilson is representative for Speech & Language, Alder Hey.Cathy Earley is Schools Forum representative, not as role of nursery school headteacher.1. **DSG underspend – Joy Calderbank**

JC gave an update to group. Paper can be found here: **Proposal:**JT has been looking at the underspend and proposes to use this as a support fund to all settings with children on early entitlements. If all applied, it would be approx. £278K based on number of funded children at last Census. Providers will be required to complete the early years sufficiency document first before putting in an application.Funding can be used for:* Resources to support places.
* Can be used for staff qualifications.
* Recruitment and retention advertising.
* Training i.e. SEND training, child development training etc.

Money cannot be used for staff wages, utility bills/tax, gifts in kind or building modifications.**Agreed.** JT will put an application together. Will share at the Entitlements meetings with providers/schools and after that send out with deadline to submit.1. **Identification of AOB/Urgent matters**

Cathy Earley asked if she could give feedback from the Sufficiency Group. Also CE asked about the Teachers Pay Grant and a paper has been sent to Kevin McBlain. She asked when will it be reviewed?JC said it has been increased, but it is a different rate for nursery schools. In relation to EHCP, JC will check about the funding. CE said she will also speak to the SEND Team.1. **Childcare Sufficiency – Kim Evans**

Sufficiency data is collected 3 times per year, with Autumns just being done. DfE have given predictive data, but it is different to ours. They have based theirs on the number of registered places, but settings aren’t operating fully due to recruitment & retention.The EY Team are holding two meetings about the new entitlements on 1st and 6th December via Teams for providers/schools. These are repeat sessions.They are also looking at who will provide Business Support around building expansion re. Capital funding.1. **Recruitment & Retention – Kim Evans**

JT will be attending a meeting with Liverpool City Region to look at what they are doing around Recruitment & Retention. There is a PACEY video which we can do similar in promoting.Have made links with Edge Hill and will be doing summer school for under graduates. Meeting in January to finalise plans.Have been going to colleges speaking to students about working in early years.College managers have attended Graduated Approach.Hugh Baird sent a group of students to an event in Seaforth during Baby Week.KE has a meeting with Southport College this week.Will be going into high schools and holding breakfast meetings.1. **Quality Improvement update – Louise Cheetham**

LC introduced Katie Fitzpatrick who has joined the EY Team as Schools Quality Improvement Officer.SSTEW project is going really well. It is complimenting initial audits in schools. It is the first time bringing schools and PVI’s together on the training and has worked really well.1. **Approval for Standardisation funding – Louise Cheetham**

This is to look at quality and consistent assessments.Proposal:To have one standardised session per term.To recruit 3 leaders from schools and 3 from settings.To fund these £100 per day to be released. This would be for am: time to plan for session; and pm: session takes place.Jenni Taylor said £100 wouldn’t cover the release of staff. We need to be careful of repetition and whether any other groups do this already. There is one in Southport that looks at writing. It is a great idea and could remove this having to be done by other groups.**Action – LC to speak to Jenni T to discuss groups going forward and to discuss with CPD group.**LC continued to say they have also been doing a lot with School Improvement and KS1 looking at appropriate developmental curriculum.PEPs – LC and QIO’s have been working with the Virtual School. Children have inspirational and robust plans. PEP’s was rolled out in January by the Quality Team for Cared for Children in Sefton. Schools will be notified when it is being rolled out to them.Lifelong Learners Project – this is a pilot with 12 settings and schools from particular wards.NRVP – Liverpool John Moores are looking to evaluate training they’ve put out i.e. MonkeyBob. LC will send out expressions of interest today and start getting people enrolled.Baseline - has been collected from approx. 90% of schools/reception.Serious incidents – a good system is up and running in PVI’s to ensure prevention and everything is done properly.Infant death – have put in a process in place so that team are informed and can support staff and children. Majella M is initially notified and she will inform the team so they can support if the child had any siblings.1. **SEND update – Jen Staunton**

Requests for Involvement have increased by 37.6% in the last 2 years.The team are currently supporting 783 children in early years.They have had 373 new requests for involvement.This equates to: South = 201, North = 85, Central = 80 and out of borough = 70.Reception 2023 children previously supported by the EY SEND service (before they started reception) = 333.Pre-school children (reception starters 2024) = 2800-3 years = 170Highest area of need is communication and interaction. EHCP – current reception is 98, 31 in process. Graduated Approach – over 140 practitioners accessing training. Training sessions have all been full.On Friday the team will launch the Small Steps journal.Delivering Better Values – 5 posts have been advertised for 2 x Inclusion Officers (closing date 24/11) and 3 x Early Intervention Officers (closing date 29/11).CPD – working on a CPD package and have a CPD group.Genevieve Howell informed group about the ELSA programme. This is starting with early years from January 2024. Maintained schools will have 20 places on the first round of training which will be 5 full days. It is for 3-5 year age range. It will then come to PVI’s to access.GH said she will contact Anita Bennett-Warne and ask her to contact the maintained nursery schools.1. **Updates from Partners**

 **Finance – Joy Calderbank**This has already been given above in item 4 and attached linked paper. **Speech & Language – Celia Wilson**Alder Hey SLT are working through the waiting list of children waiting for assessment. There is a national recruitment campaign, so hopefully they will be able to recruit more staff soon.CW is meeting with JT on Thursday to look at the SLA for next year’s project to continue.ELKLAN training had to be postponed until next term as not many had signed up for it.Advice Line is still being used well.Language Pathway – CW thanked everyone for submitting their videos. They are nearly there with it, just waiting to finalise things on the website. It will be a really good resource.**Health – Helen Pruden**Rollout of health visitors at 3 & 4 months is happening (this is an additional visit).Integrated Review paperwork is being reviewed.**SEND Sufficiency Group – Cathy Earley**Looked at what information is required to look at sufficiency and schools moving forward. The group wanted to know what is happening in early years as this will have impact when children are moving up.There needs to be more around data collection and who will do this.**12. Date and time of next meeting**The next Schools Forum meeting is on 4 December and Cathy Earley will be attending. The SF meeting after that takes place on 15 January.The next meeting of this group is TBC. |

| **Agenda Item:** | **Action Points/Points of Note:** | **Who** | **By When** |
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| **9. Approval for Standardisation funding**  | **Louise Cheetham to speak to Jenni Taylor to discuss groups going forward and to discuss with CPD group.** | LC/JTa | ASAP |