

Minutes

Advisory Board

Tuesday 18th June 2013

1.00-2:45pm

Beacon Heath Children's Centre

In Attendance	Simon Bowkett (C) Janine Broomes Anne-Marie Summerfield Tom McCulloch Catherine Hill Jonathan Cordery Debbie Jones Corinna Marvin Cllr Catherine Dawson Calendula Bowen Ann Brandrick Richard Cummings	Interim chief executive Exeter CVS Children's Centre Family Support & Safeguarding Lead Business Support Officer/Monitoring Action for Children operational director manager Volunteer Coordinator Volunteer admin assistant Volunteer Cedars NNI Lead Exeter City Councillor Children's Centre advisor – Exeter, East & Mid Devon Children's Centre Operational Lead Isca church community worker
Apologies	Tony Barnes Sophie Cook Jo Darke Christine Cottle Health Woolven Cllr Ian Martin	Children's Centre Finance Officer Home Start Home Start Children's services manager Beacon Health team lead Exeter City Councillor

Minutes of last meeting	Minutes of 29 th January 2013 were agreed to be a true and accurate account.
<u>ITEM</u>	<u>COMMENT</u>
Matters Arising	<ul style="list-style-type: none"> Emma Morse has taken over from Saxon Spence, be good to invite Emma to our next meeting. <p>ACTION: - Anne-Marie to make contact with Emma.</p>
Children's services manager	<p>Update given from Tom McCulloch</p> <ul style="list-style-type: none"> CC has returned from her sabbatical leave but has unfortunately had a small accident so will not be returning to work until next week. CC has been away since the end of February; she has had regular contact with the centres during her time away through Skype supervisions and emails. It has been the busiest time of year with the Service plan reviews, quarterly returns and annual conversations; it is a real testimony to the managers and staff for leading and delivering all services within the children's centres in CC's absence. Tom would like to thank the staff team for their fantastic work. New service plans have been submitted and budgets have been finalised. Pressure expected next year with another reduction with budgets.

Whipton Children's Centre

Family support

- CAF target was 8 for the year; 10 CAF's completed.
 - 37 families open at level 2
 - 44 families open at level 3
 - Discussion was held with DCC that currently the data does not capture the volume of work being done and the total hours of face-to-face hours work being carried out. Tom to discuss with Jane in Tiverton and family support leads how the centres record this.
- CB – DCC early years and childcare were under Rory McCullen, now under Sue Clark head of learning and education.

CB – in relation to the CAF's it is really important that children's centres continue to deliver the integrated awareness training sessions to other agencies/providers enabling the good links to be maintained and to continue to raise awareness.

Reach and Registration

- 98% children registered, Devon average is 75%.
- Target this year for registered children is %78, 101% registered currently for this year.
- Reach was at 53%, Devon average is 45%. Reach is currently 53% for this year.
- Volume rates are 14 contacts per child which is higher than the Devon average of 10 contacts.
- There is a downward trend in the LSOA reach figures. Centres need to look at the reasons behind this for the next review. 1 LSOA area slightly above and 1 LSOA slightly below target.

2gether places

45 children placed, majority of these children attend Whipton's group. The scheme has been extremely successful in targeting families that would not have previously engaged with the centres. Ann has struggled to find other settings registered as a 2gether provider.

BFI

- Baby Oasis group delivered, day and time changed enabling families attending the clinic session to come along.
- Increased peer supporters but continues to be a slow cultural change in Whipton area.
- Children's centre research shows between initiating breastfeeding and drop off this usually occurs during the first 4 days. To try to reduce this the centres are working closer with midwifery and are now offering the postnatal checks alongside the Baby Oasis sessions so lots of support is more readily available during the first few days.

Evidence based parenting programmes

- Set a target of 3 courses across the cluster for the year.
- Need was greater so - 2 Solihull programmes delivered at Whipton; very positive 16 parents attending and completing the course.

Beacon Heath Children's Centre

Family support

- 14 CAF's initiated.
- 54 families open at level 2
- 22 families open at level 3
- High level of family support, in depth and complex cases. Changing population in area and shift in the number of families moving between level 2 and level 3.
- Quarterly reports need to state number of children so that it is clear what the numbers represent. CCA's to re-iterate this to centres.

Reach and Registration

- 91% children registered, Devon average is 75%. Has continued to increase across the year.
- Target this year for registered children is %78, 92% currently registered for this year.
- Reach was slightly lower than the Devon average of 45%.
- Reach is currently 44% for this year.
- Volume rates are 11 contacts per child which is higher than the Devon average of 10 contacts.

Annual review
feedback

- DCC are going to use care first to flag vulnerable families on Estart so centres will be able to evidence that they are reaching the most vulnerable. This will be updated monthly to track families.
- DCC have requested the centres complete evaluation/analysis for Stay & Play sessions re the resource costs versus the benefit of providing this group.
- LSOA reach figures – 1 LSOA area has dipped slightly and 1 area has reduced by 20%, centres need to look at reasons for drop in engagement.
- Lone parents/teenage parents – DCC queried whether data is correct as it shows a lack of engagement with these groups e.g. 6 parents but centre knew more. DCC do recognise the difficulties of recording this information on registration forms.

2gether places

- 93 children placed. Relationships have improved with local nurseries and preschools. Centre is seeing parents that would not have necessarily engaged previously.

Evidence based parenting programmes

- Set a target of 3 courses across the cluster for the year.
- 1 mellow parenting course delivered at Beacon heath co delivered with Flying Start children's centre; 10 parents attended. 1 Solihull programme delivered, 18 parents attended.
- DCC queried if the groups were targeted or universal centres advised they are targeted places for families in need.

SB – Are LSOA's lower engaged areas with all agencies/services? CB explained how the LSOA's are defined. CB advised centres to look in depth at the groups of families living within LSOA's, are we offering the right services/groups in the right areas?

Heavitree & Polsloe Children's Centre

Family support

- 6 CAF's completed.
- 8 families open at level 2
- 17 families open at level 3
- The counselling service was discussed; referrals come through different routes from JB to assess. DCC had concerns that potentially this could be an isolated service. With reduction in resources it needs to be looked at. Centres need to calculate cost of delivering the counselling service.
- Quarterly reports need to state number of children so that it is clear what the numbers represent. CCA's to re-iterate this to centres.

Reach and Registration

- 91% children registered, Devon average is 75%.
- Target this year for registered children is %78, 92% registered currently for this year.
- Devon average is 45% for reach, reach had gone down which DCC was concerned about. 38% reach figure currently for this year.
- For the 6 monthly reviews DCC would like a narrative behind the figures to explain why there have been decreases.
- Contacts increased to 10 which is on par with Devon average which is very good.
- High proportion of under1's. It was recognised that the room works better for activities for babies, and there are a larger number of returning to work parents.
- Centres have maintained a good relationship with health and health team lead is part of senior management team.
- LSOA reach is 49% and 55% which is below the Devon average of 65%.

ACTION: AMarie to include up to date figures with these minutes.

2gether places

14 places allocated, less need in this area compared to the other areas within the cluster.

Evidence based parenting programmes

- Set a target of 3 courses across the cluster for the year.
- 1 Solihull programme delivered; 13 families attended.
- Centres are looking at joining up with other centres outside their area to deliver groups

	<p>such as pattern changing, as some parents do not want to access services in their own community.</p> <ul style="list-style-type: none"> • Next review meeting with DCC will be in 6 months. This meeting will have pre populated data supplied by DCC; the centres will be expected to give more narrative regarding the data. • CB – Centres need to be aware of what differences our services/groups are making; how do we show change? • Commented the feedback from DCC does not show the impact volunteers have with the centres. • No feedback received from our partners – Health, Midwifery, FIS or Social Care. • Lots of feedback from children’s centre teacher. • SB – with regards to evaluations/analysis of services, SB advised the centres to contact Exeter University; they are always looking for community organisations to work with for research projects. <p>ACTION: - SB to pass on contact details for university.</p>
<p>Safeguarding & Family Support (Janine Broomes)</p>	<ul style="list-style-type: none"> • High number of MASH enquires received. Beacon Heath children’s centre is now the ‘hub’ for all MASH enquires relating to Beacon Heath, Heavitree & Polsloe and Whipton centres and also our COS cluster (Clyst Vale, Ottery St Mary and Sidmouth centres). <p><u>Figures this term</u></p> <p><u>Beacon Heath</u></p> <ul style="list-style-type: none"> ○ 7 CAF’s initiated ○ 7 initial CP meetings attended ○ 20 open cases – 11 - level 2, 9 - level 3 <p><u>Heavitree & Polsloe</u></p> <ul style="list-style-type: none"> ○ 0 CAF’s initiated ○ 2 initial CP meetings attended ○ 10 open cases – 3 - level 2, 7 - level 3 <p><u>Whipton</u></p> <ul style="list-style-type: none"> ○ 7 CAF’s initiated ○ 2 initial CP meetings attended ○ 20 open cases – 4 - level 2, 16 - level 3 <ul style="list-style-type: none"> • Safeguarding meeting was postponed due to CC’s leave and annual conversations. • JB informed all that the Ofsted report for DCC has now been published and is available online; Ofsted didn’t visit our centres. • JB pleased to see Early help meetings reinstated; JB has requested Mental Health team have a presence at these meetings. • Ofsted stated in the report the content of CAF’s completed was not up to standard. JB explained our centres were part of the CAF pilot so our staff are well trained when completing CAF’s and are extremely thorough. • CAF target for this year has doubled to 46 across the cluster. CB – target is set by 2% of population. JB – need to rethink how we use CAF’s; other centres have been completing them as an initial assessment. JB – targets do not take into account the on-going work staff do with families which can take up to 2 years. CB-DCC recognise no of CAF’s doesn’t display level of engagement. If targets are not met, centres need to evidence reasons why and this will be accepted. • Tom McCulloch hopes to meet with DCC to see if Action for children can offer any additional support with the actions in their action plan. • Our centres have quite high CP referral made, Ofsted report referral levels are correct.
<p>Operational Report (Ann Brandrick)</p>	<ul style="list-style-type: none"> • Currently allocating for September placements with 2gether; very high levels of enquiries received. • WCC will continue to deliver 2gether sessions, the group currently doesn’t break even and runs at a small loss; but it supports some very vulnerable families who normally wouldn’t engage with our families so is a worth while group.

	<ul style="list-style-type: none"> • Together lead will attend THRIVE training so all children can be THRIVE assessed. • Had a change to our Stay & Play and sessions this term; this was to enable the baby oasis clinics to run alongside the clinic sessions which have helped increase numbers to these. Stay & Play sessions have seen a slight drop in numbers which isn't a bad thing as groups were too large anyway. We will continue to monitor all of our services delivered. • Services for under 1's are very well attended. • Re-introduced a New Baby group at BHCC, this is a parent led groups with trained volunteers/peer supporters. • Antenatals – these now include families living within Heavitree & Polsloe area. 99.9% families attending do live within our centres areas. Some vulnerable families do attend but can be difficult to get them to engage. Have been thinking about offering 'Here's looking at you bump to baby' sessions. • Baby massage sessions have seen an increase in numbers; baby massage voucher system is working really well. Parents have been attending sessions quite quickly after the birth of their baby compared to before. • Vitamins – slight confusion at the moment with distribution of vitamins. Distribution is currently with Virgin health care; has been suggested children's centres become licence holders enabling them to distribute. Tom McCulloch is dealing with this and will feedback once he knows more. •
Monitoring	<p>ACTION AMarie to re-distribute LSOA maps and postcodes to members.</p> <ul style="list-style-type: none"> • Current figures this term:- <p><u>Beacon Heath</u></p> <p>92% registered 44% children seen (reach) 10.25 contacts per child</p> <p>LSOA's - E01019990 – 89% reach E01019991 – 63% reach E01020000 – 54% reach E01020005 – 51% reach</p> <p><u>Heavitree & Polsloe</u></p> <p>92% registered 38% children seen (reach) 8.98 contacts per child</p> <p>LSOA's - E01019987 – 51% reach E01020036 – 53% reach</p> <p><u>Whipton</u></p> <p>101% registered 53% children seen (reach) 13.95 contacts per child</p> <p>LSOA's - E01020039 – 58% reach E01020037 – 80% reach</p> <ul style="list-style-type: none"> • When Christine returns staff will get together to discuss feedback from annual conversation and will look at how we can increase reach to our LSOA's.
Finance	<ul style="list-style-type: none"> • Reports for DCC have been submitted. • Future reports will be generated as a cluster and not individual centres. • Small overspend of less than £500.00 at year end. • Overall decrease with grants of £11,397.00 across the cluster. • Salary costs are due to increase because of the recent changes with pension regulations. • Infrastructure costs are kept under review, Action for Children review regularly. • Advisory board have requested Tony's presence at the next meeting (children's centre finance officer).

	<ul style="list-style-type: none"> • CM – thinks Cedars NNI should be in the cluster finance – Tom McCulloch will discuss the nursery separately with Corinna. NNI / fundraising etc. is classed as ‘added value’ auditors will question why we are including added value into budgets. Auditors want to see what we are commissioned to deliver. • CB – why have the premises costs increased so much between the original budget and the draft budget? <p>ACTION: - Tony to answer the above question from Calendula.</p>
Cedars – NNI	<ul style="list-style-type: none"> • Overall numbers – 93% full for the morning sessions, 92% full for the afternoon session. • No longer the preferred provider for 2gether placements within Beacon Heath. • Small drop with 2gether applications. • CM attended Westminster education forum last week; CM part was on the quality of early years. CM delivered a power point presentation relating to 2gether which was very well received by the delegates. • CM was informed that a longitudinal study called ‘Seeds’ is about to begin on the impact of two year old funding, over the next 8 years. • CM asked if board were happy with content of her reports. Does CM need to include finance details? <p>ACTION: - CM to discuss these questions with CC.</p> <ul style="list-style-type: none"> • Cedars opened new Co-Op shop in Beacon Heath and received £500.00 donation. • Early Years tracker has been used for 2 terms. This system has been a real asset and has cut staff admin time; tracker highlights weaker areas so activities can be planned accordingly. Parents now receive a termly report and can attend an optional parents evening to discuss child’s progress. • CB would like to see the tracker used alongside the outcomes star. • Children’s Centre will also be using the tracker for children attending 2gether sessions.
Participation team Inc. Volunteers	<ul style="list-style-type: none"> • Change to the staffing team; Laura has now left. Team is - Catherine & Jon. • CH has been concentrating on participation this current term, visiting outreach groups/venues that are non-children’s centres. At the moment CH is building relationships with families – more of a fact finding exercise. Raising awareness of the centres and centre information – timetables, website, resource library. CH has also been playing the DCC children’s centre DVD’s during some visits. CH will be asking families to complete registration forms soon. CH will be feeding back to SMT mtgs and Staff mtgs. There maybe a possibility that the centres could visit each group termly and offer a ‘themed’ session. • Volunteers week our centres were part of Action for Children national newsletter; all volunteers received thank you cards and recognition for their contribution to the centres. • Concerns that staff will be replaced by volunteers, CB confirmed this will not be the case. Volunteers are not about reducing or replacing the budgets but for added value to the centres. • SB – Exeter University have lots of volunteers looking for projects, maybe for a gardening/allotment projects? <p>ACTION: - SB to pass on contact details for Exeter university.</p>
AOB	<ul style="list-style-type: none"> • None

Next Advisory Board meeting
Monday 16th September 2013
1.00 – 3.00pm
Beacon Heath Children’s Centre