

Notes of meeting

CHAIR:	Miles Hapgood (MH)
MEETING:	AXS Programme Board
DATE:	19 th January, 2009
VENUE:	Castle Drogo Room, Larkbeare House, Exeter.
ATTENDEES:	Dave Roberts (DR), Tim Leishman (TL), John Davey (JD), Mark Jubby (MJ), John Vellacott (JV)
APOLOGIES:	Cheri White (CW), John Shaw (JS), Claire Rockcliffe (CR), Alison Lewis-Smith (ALS), Paul Jones (PJ), Julie Bannon (JB), Diane Demeger (DD), Heather Colbeck (HC), Dave Simpkins (DS), Val Smith (VS), Dillon Hughes (DH), Sue McGrath (SM)
GUESTS:	Phil Barry (PB)

ITEM	DETAIL	ACTION/BY WHOM
Minutes and Matters Arising	<p>Items arising were covered on the agenda and where relevant noted below.</p> <p>Information Sharing section of the Partnership Agreement is to include 'and where there is a legal requirement to support child protection' under number 2.</p>	Amend Partnership Agreement document /TL
1. General update from Chair (Paper 1)	<p>The Integrated Children's Services 'next steps' document was discussed and broadly accepted by the group. For clarity:</p> <ul style="list-style-type: none"> - Stepping Stones in broad terms is the continuum of provision to meet all additional educational needs of the CYP. This is an invest to save initiative with no new monies. - Youth Crime - the national debate continues to replace ONSET (prevention) with CAF. <p>It was also noted that:</p> <ul style="list-style-type: none"> - There has been further activity with the AXS for Adolescents process mapping. It was recognised that the initial phase of 'staff in school discussion' can be considered a PreCAF phase. It was agreed 	

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	<p>that information sharing best practice needs to be followed in this process.</p> <ul style="list-style-type: none"> - The recently published “Improving Behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units” (September 2008) refers the Common Assessment Framework (CAF) in relation to children who are excluded or at risk of exclusion: There is an expectation that a Common Assessment (CAF) will be carried out for all students who are at risk of permanent exclusion - e.g. with two or more fixed term exclusions within one term. - The bigger schools have a greater number of services available. - Clarity of Local Policing Area (LPA) geographies required to map against AXS regions. 	<p>Provide contact within force to TL to map boundaries /JV</p>
<p>2. Highlight report (Paper 2)</p>	<p>Clarity of managers training and how do head teachers know whether they need to participate. There remains inconsistent understanding of the AXS programme within the school community.</p> <p>Clarity of training course availability and a general awareness session for the Police was requested.</p>	<p>Coordinate amongst school heads to Invite DR to regional school based meetings, e.g. NorDAB, to provide a 40 min overview. This is to include ContactPoint /MJ</p> <p>Send training dates through to MJ /TL Invite DR to Police based meeting to provide 40 min overview /JV</p>
<p>3. ContactPoint (Presentation and Paper 3)</p>	<p>A query from JD about the timing for passing the shielding records to the ContactPoint data team.</p> <p>Reminder that the shielding activity will be taking place from end of January. Staff across partners will likely receive contacts from general public for children to be shielded. Processes are in place and should now be disseminated to ContactPoint service leads.</p>	<p>Communications to be sent out to the service leads /DD</p> <p>Board members to check with their respective leads and ensure internal service communications of how public requests for shielding are handled /ALL</p>
<p>4. Information</p>	<p>Information Sharing leads from partner agencies</p>	

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Sharing (Verbal)	met on 15 January. There was an agreement in principle to the operational framework and the next meeting on 27 February will focus on the priority work packages and outline implementation plans drawn up.	
5. Partnership agreement and self assessment (Paper 4)	<p>It was noted that the document provides outline principles under the broad headings of the tools and processes within the Integrated working programme. The detail will form the basis for the self assessment 'lines of enquiry'. The approach to a facilitated assessment activity by the core AXS team was well received by the Board. Leads within each service/agency will need to be nominated by board members and face to face meetings scheduled.</p> <p>The lines of enquiry are being developed with the help of Lynette Chapman. It is expected to be completed in the next 2 weeks. The self assessment for each service/agency is to be completed by the end of March 2009.</p> <p>Not all services/agencies were in attendance, formal engagement will be required.</p> <p>The linkage between the statementing process and how this fits with the CAF process is required. This was picked up in more detail under Item 1.</p> <p>The assessment process will be shared with the Local Children's Trust groups.</p> <p>The assessment of Schools will be through the Extended Services in and around Schools (ESS) assessment framework and it is planned to engage through the 20 ESS coordinators and regional leads. Philippa Court is engaged in the discussions.</p> <p>Police are unclear how they can accurately assess their current position due to 6 LPAs and different youth based police roles.</p>	<p>Provide DR with service leads to work through the self assessment lines of enquiry /ALL</p> <p>Letter to be written to board members absent from the 19/01/09 meeting outline requirements /TL</p> <p>Discuss with DR best approach /JV</p>
6. Integrated Working Online toolkit (Web demo)	<p>PB provided an online demonstration of the Integrated working toolkit. The general view was that it was on the right track. Observations raised included:</p> <ul style="list-style-type: none"> - It will need to be easy to find from all 	<p>Ensure links from partner agency websites are set up /PB</p>

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	service/agency web sites. - Practitioners could provide useful feedback on ease of use and appropriateness of content. - Can the AXS training be included under the Learning and Development section?	Test out with sample practitioners /PB Link in Training detail /PB
7. AOB	A parent consultation report will be attached to these minutes.	
8. Forward Planner	Proposed meeting dates 2nd March 2009 - 2.00 to 4.30pm, Larkbeare outline agenda: - Update on partner Self assessments - Performance & Management Information Reports - Information Sharing progress - Online Toolkit and CAF IT demonstration 20th April 2009 - 1.00 to 4.30pm Larkbeare (note time extended to run partner workshop for next steps planning) 1st June 2009 - 2.00 to 4.30pm, Larkbeare 13th July 2009 - 2.00 to 4.30pm, Larkbeare	Board members to identify their service/agency lead and invite them to join them at the 20 April meeting. /ALL
	Next meeting: 2nd March, 2009 Time: 2.00 to 4.30 Venue: Larkebeare, Topsham Road, Exeter.	

Tim Leishman 28/01/09