

## Early Years Reference Group

Minutes of a meeting held on Friday 13 September 2019 at County Hall, Trowbridge

### 1.0 Welcome and Introductions

John Proctor (chair), Rosemary Collard, Russ Martin, Angela Brennan, Nicola Harris (minutes), Clare MacKinnon, Nicola McCann, Mark Cawley, Jane Boulton, Marie Taylor.

### 2.0 Apologies

Jennifer Harvey, Angela Everett, Grant Davis, Sarah Hawkins, Trudi Surman

### 3.0 Minutes of last meeting held on 10 May 2019

The minutes of the meeting were agreed as a true and accurate record.

### 4.0 Matters arising

AB has contacted the childminders to find a new representative for the EYRG. There are a couple of childminders who were interested but could not make today's meeting.

JH had contacted Juliette Heal to see if she would like to continue as a representative. Juliette's circumstances had changed so she should now be able to attend and was due to attend today.

Post meeting update: apologies received from Juliette with the following message: *sadly, I am unable to come again today. Given this, I believe that it is only right for me to resign from the group. I thank you for the opportunity of being part of the group and wish you all every success in the future!*

**ACTION: AB and JP to review childminders interested in representing childminders on the EYRG.**

### 5.0 Finances

MT explained that we are forecasting an overspend on the Early Years budget. This is due to the budget being reprofiled following the January 2019 census, and an increase in actual take-up of FE this year by 0.5m extra hours. When the January 2020 census completes, the funding should be adjusted accordingly.

April 2021, Government has pledged £66 million increase across early years. We will have to wait to see what this means for the FE rates.

**ACTION: None**

### 6.0 Childcare Sufficiency

The childcare sufficiency assessment report is now live on the [website](#). The team is now smaller and as a consequence the community plans that support the sufficiency report will now be produced yearly and renamed community profiles. These will be updated as changes happen throughout the year.

Across the LA we do have sufficient EY and childcare. The army rebasing has been significant, but the team has been very closely monitoring occupancy and this term there are places. The team will continue to closely monitor this. There will be a new setting opening in January in the Ashdown Estate which will support places. In the next academic year, there will also be another nursery within the new school. There is room for expansion at St Michaels. Currently monitoring the Bulford area. We are expecting some expansion in Larkhill in January 2020.

There have been some closures over the summer. This has not had an impact at this stage and parents have found alternative local provision. There are some new nurseries opening: we have one in Sherston in November and a new private provider for Old Sarum due to open for the new year.

The team will be looking at childminders to take up gaps in provision. Purton is an area will be looking at. Will also be doing a gapping and mapping task for our out of school provision.

**ACTION: None**

## 7.0 Childcare team changes

Awaiting a meeting at senior level on Monday to be able to clearly define the changes and will be able to give an update following this.

Angela presented information on:

Best Start in Life: Prioritising Speech Language and Communication (SLC).

Sally Johnson is a Public Health Strategist 0-19 and is very involved with FACT. Sally was due to attend and share the presentation and sent apologies but would like to attend at a future meeting. Focus on SLC, social mobility and being ready for school.

The plan locally is looking at what's best for the child and guided by Ofsted requirements.

Beneficial having Public Health as looking at this in a holistic way. Looking at wider health agenda from pre-conception through to transition to school.

There is a framework for progressing the work: EIF Maturity Matrix [online](#). LA has been successful regarding early development programme funding. There are specific project sub groups:

- Key messages
- Promoting universal HV contacts
- Integrated 2YO checks

It is about a working together culture and there is a statement of commitment. This is the most important part to get the EY sector working together so there is a no blame culture. Currently mapping all job descriptions in agencies to understand what they all do and remove duplication as part of the process.

JB suggested it would be good to use different language to describe the sector and professionals, as staff from the EY settings are professionals too. This is the time for cultural change and closer working together.

There will also be a Best Start in Life: Early Year's Needs Assessment (EYNA)

This will feed into a system wide EY strategy. There are provider stakeholders' events and invitations will go out to those invited at this stage:

Monday 7<sup>th</sup> Oct, morning: Ascot Room, White Horse Enterprise Centre, Trowbridge 09:30 -12:00

Tuesday, 8<sup>th</sup> Oct, morning, Pump Room Salisbury TEN (The old Fire Station, 2 Salt Lane, Salisbury, SP1 1DU) 09:30 -12:00

The group are then looking at running Service User Stakeholders events being planned. Details of these will follow. The group are also considering carrying out a survey. For more information Sally details will be on slides that will be emailed around. If would like to be involved or share any thoughts, then do get in touch with Sally.

**ACTION: Email the presentation to the group with the minutes**

## 8.0 2 year old funding – children with EAL

John has been asked: How do we discover children with EAL? AB explained when we get notification of refugee children, we can then support this as required. The DWP provide a list of eligible two year olds for the LA but this does not have information regarding EAL. RM gets information from Lucy-Anne Bryant direct from DWP which is time-specific on eligible 2-year olds. We send out postcards and the children centres do door knocking to these eligible families.

**ACTION: AB will discuss with Lucy-Anne Bryant**

## 9.0 Update on the Liquid logic IT system/portal

NM gave an update and moving to the Liquid logic system is still in development. It's a system for EY, schools and SEND system. There are a several areas needing further development and these must be addressed before we can go live with the system. We do not have a timeframe on rollout at this stage. The Project board and Liquid logic are looking at these time frames. Nothing has changed on the portals functionality – it is still an intuitive system that will automatically generate headcount and estimates. May be looking at partial rollout in January and full rollout in April. The team are conscious the Census in January will need to be right. NM will keep group updated.

The current system has limitations on spreading funding across the year. This is on the development log to have several options for the stretched part.

**ACTION: NM to update group on developments**

## 10.0 Appeals against withdrawal of funding

In the LA provider agreement there is a section on the appeals procedure when FE is terminated and withdrawn. Would like to review this as everyone at this point can appeal. However, Wiltshire do not want to be funding inadequate providers. If Inadequate across all areas of the inspection, then it is proposed will not be able to appeal if across all judgements. No objections noted today.

Recently: 1 full appeal and 1 pending currently. 9 in total over several years.

JP suggested it should say if overall judgement is inadequate then there should be no appeal process.

**ACTION: NM to include updates when finalising the Local Provider Agreement**

## 11.0 Confirmed dates for future meetings

Problematic timings of next meeting due to being in the afternoon. 10-12 would be preferable if the room can be booked.

Next meeting JP will need someone else to chair the meeting and JB has offered if this session is not in the afternoon. If still the afternoon, Clare sends her apologies for the 15<sup>th</sup>.

It was also decided to call the next meeting of the reference group for the 6<sup>th</sup> January, so decisions on funding/budget setting can be agreed and fed into the Schools Forum meeting being held on the 16<sup>th</sup> January.

If there are no urgent matters arising for the agenda prior to the November meeting, then this could be cancelled and matters picked up in the January meeting.

**ACTION: NM will look at possible different dates/times for the November meeting and will liaise with JB as potential chair for this date. JH to check potential agenda items to see if the meeting needs to go ahead.**

Post meeting update: Please note amended time and location of the November meeting as requested, plus venue for the January meeting:

Date	Day	Time	Venue
15 November 2019	Friday	10.00 - 12.00	Kennet meeting room, County Hall.
6 <sup>th</sup> January 2020	Monday	13.00-15.00	Lacock meeting room, County hall

12.0 Any other business

MC discussed the fact that lots of new babies are now getting small birth certificate. The implications are that when you have new starters you cannot check parental responsibility. This information is on the bigger birth certificates and you now have to pay for these. JB suggested looking at red book, however, this does not reflect who has parental responsibility.

**ACTION: AB will discuss this with registration department as childcare sector need to see parental responsibility as part of childcare registration so can we ask they have full ones? Or registrar explain to parents will need full one if using childcare in the future.**