

HEALTHY SCHOOLS STEERING GROUP MEETING

Great Moor House

2 October 2002

MINUTES

Present	Action
<p>Jan Baker, Headteacher, Orchard Vale Community School, DAPH representative Mike Beard, Healthy Schools/Drug Prevention Project Officer Selena Blake, Exeter PCT Steve Brown, S Hams & W Devon PCT Jane Cowper, Teignbridge PCT David Duttson, Devon Association of Governors & Healthy Schools' Accreditor Gillian Feest, Adviser, Personal & Social Education Paul Helson, S W Peninsula Regional Health Authority Dr Charles Holme, Chair; Dept. of Child Health, RD&E Hospital Brenda Marshall, Mid Devon District Council Sue McGrath, Youth Affairs, Devon & Cornwall Constabulary Sue Mountjoy, Healthy Schools Administrator Jill Rose, School Nurse Adviser Linda Scofield, Healthy Schools Project Officer, N & E Devon Ian Tearle, N Devon PCT</p>	
1. Introduction and apologies	
<p>Apologies were received from Lucy O'Loughlin (Mid Devon PCT)</p>	
2. Minutes of last meeting	
<p>Item 5: David Duttson has contacted some of those interested in becoming accreditors, but matters have been put on hold until after the meeting to discuss the accreditation process on Friday 4 October. Margaret Somerville, Director of Public Health for Teignbridge, has still not been able to attend an accreditation visit with David Duttson, but he will contact her shortly to try to arrange a date.</p> <p>Item 6: There were four not three applicants for the post of Healthy Schools/Drug Prevention Project Officer</p> <p>Item 11: Paul Helson disagreed with the wording of Item 11. He requested that the sentence beginning "Despite joint accreditation...." be removed. The minutes were amended as follows: "Proposals put forward by Paul Helson to recognise the autonomy of the Devon, Plymouth & Torbay Healthy Schools schemes were agreed by the Steering Group. It was agreed that officers from the three authorities would continue to share good</p>	

practice, and keep in touch once a term.”

Item 12: The sub group met and a report were given to the meeting (Agenda Item 6). Steve Brown replaced Jacqui Mann on the group.

Item 13: It was asked whether a project group had been set up to support the work of the new Healthy Schools/Drugs Prevention Project Officer. Mike Beard said that the scope of the new post would be made clear in the next months. It was thought most appropriate that he would report to the Steering Group.

The minutes were agreed with the above amendments.

6. Report back on business plan meeting

Ian Tearle, who chaired the Business Plan meeting, reported back to the Steering Group. The brief of the group, which also included Jan Baker, Gillian Feest and Steve Brown, was to consider the existing financial support for Healthy Schools and how best to further the work of Healthy Schools into the new national and local targets after 2003. Ian Tearle outlined the group’s proposals for 2003-4, on the basis that the existing budgets would continue.

These budgets are complex. Some are ring fenced for specific posts, some are standards fund, some 100% grants, some match-funded, and some are Health/Education partnership monies. There are also additional sums from local health sources.

Drugs Education monies, which also belong within this work, sometimes come through the DAT and sometimes through Healthy Schools.

The group’s proposals included additional monies to be made available for another year for the post held by Linda Scofield, coming from what was the N&E Health Authority.

There is every indication from the Dept of Health and the DfES that budgets would not only continue but be increased from April 2004. The DAT co-ordinator had also advised that the monies for the primary schools PCT health link post, presently held by Mike Beard, would not only be continued but would be increased for this area of early drug misuse prevention for vulnerable groups.

It was agreed that much good work had been achieved, and that the aim should be to continue to build on this foundation; however, the emphasis must be towards targeting vulnerable and needy young people and schools in areas of greatest need.

The proposals were that the post of Healthy Schools Officer

<p>would be extended for another year, but with a countywide brief over all 6 PCT's, and that there should be link officers in each PCT. The success of these one-day-a-week posts, seconding teachers who already know their locality, was proposed as a model to continue. The proposal was that the post of Healthy Schools officer would have dual management from Health and Education, would line manage the day-a-week secondments with the named PCT officer (as is already the case), and would increasingly work only with targeted schools and at a strategic level. The monies direct from Health would largely cover the salary for this post for an additional year.</p> <p>This shift allows time for further movement into PCT responsibility for the Healthy Schools post in 2004.</p> <p>The continuation of PA cover was also considered essential.</p> <p>Headteacher representatives reminded the group of the importance of the on-going training for all teachers, even if intensive work was only to be with targeted schools.</p> <p>The group was in general agreement with the proposals, but requested that the figures should be looked at closely to make sure that the proposals were financially sound. Ian Tearle agreed to take on this responsibility with the original group plus Selina Blake from Exeter PCT and Mike Beard, who has a key role in overseeing effective practice between schools/PCTs/health professionals and targeting the most vulnerable. The group would report back with detailed proposals.</p>	<p>IT</p>
<p>4. Who should be on the HS steering group?</p>	
<p>This item arose from concerns at the large number of health personnel on the group.</p> <p>The debate centred on whether there should be one representative for all the PCTs or whether they should continue to be represented individually. Concerns were expressed about issues such as commissioning services and whether one person could make decisions for all the PCTs. However, it was agreed that such matters would not fall within the remit of the group, and that the group's terms of reference did not create any major problems. The suggestion was put forward that there could be a strategic meeting once a year, which all PCTs would attend (ideally in November), and then performance management meetings at other times, with only one representative sitting for all the PCTs and reporting back to them.</p> <p>There were concerns about how PCTs would keep themselves</p>	

<p>informed and up to date on Healthy Schools issues if this were the case. It was agreed that a small group of six would consider all the issues involved and the responsibilities of the different groups.</p> <p>It was also agreed that other branches of the Education, Arts and Libraries Directorate should be kept informed of Healthy Schools decisions and that there was a need to have representation from Individual Services and/or inclusion officers on the group.</p> <p>Gillian Feest is to sit on a national group which will evaluate the work of the new Healthy Schools/Drugs Prevention Project Officers nationwide.</p>	<p>GF</p>
<p>7. Report from Healthy Schools Officer</p>	
<p>Linda Scofield, the Healthy Schools Project Officer for the North and East, gave her report on recent developments in the different PCT areas of N and E Devon. She noted that each area has its own focus and particular flavour. There is a strong push in schools at the moment regarding healthy eating and obesity, but most of the work is very ad hoc and needs to be linked to the curriculum. There were also contradictions between the work being done in schools on healthy eating and the content of many school lunches. It was agreed that on issues such as school lunches there was a real need to link up with other groups working in this area to support and co-ordinate work.</p> <p>The schools in Exeter are under considerable pressure because of reorganisation, and it was felt that this was an issue that Healthy Schools could possibly address.</p> <p>See detailed report</p>	
<p>8. Problems with certificate signatures and Healthy Schools Action Target Sheet being signed</p>	
<p>There have been difficulties in obtaining the signatures of the Directors of Public Health for the Healthy Schools Action Plan. A letter sent out to the PCTs appears to have been lost. The PCT representatives will follow this up, and any future documents should be sent to Ian Tearle, who will obtain the necessary signatures.</p> <p>The signatures of the Directors of Public Health are required for the Devon Healthy Schools certificates. With the exception of Teignbridge PCT, these have all been obtained, and the signature of the new Director of Public Health for Exeter will be forthcoming. In Teignbridge, Margaret Somerville, the Director of</p>	

<p>Public Health, would like to see the portfolios of accredited schools before signing any certificates. It was suggested that she attend a school accreditation in her area, and David Duttson will facilitate this after Friday's meeting on the accreditation process.</p>	<p>DD</p>
<p>9. Official letter regarding process of Devon scheme from national Healthy Schools Officer</p>	
<p>The group read a letter from Marilyn Toft, the National Healthy Schools Standard co-ordinator, giving feedback on the Devon Healthy Schools Action Plan. The letter was very encouraging overall.</p> <p>Paul Helson has informed Marilyn Toft that Devon, Plymouth and Torbay are now pursuing separate courses, even though they were accredited together.</p>	
<p>10. Schools asking about healthy lunchtime training being withdrawn</p>	
<p>The MTA training at St David's First School has proved very popular, and schools are asking for this funding to be continued. St David's, itself, is keen to continue the scheme, which is cheap to run and extremely cost effective. It has an immediate effect on the children involved, and helps to raise the self-esteem and status of the MTAs, who play a vital role in schools.</p> <p>It was agreed that the £2,000 funding would be continued and taken from existing Standards Fund monies. The PCTs would be informed of the schools interested in undergoing training.</p>	
<p>11. Availability of visit notes for PCTs</p>	
<p>Hard copies of all Healthy Schools visit notes are kept at GMH, and are available for the PCTs to see, if they wish. The visit notes remain the property of the schools, but schools are being asked at the time of visit if the PCTs can have access to hard copies.</p> <p>It was suggested that visit notes might be included in the schools' portfolios of evidence for accreditation.</p>	
<p>12. Invitation to Steve Kibble re. physical activity</p>	
<p>It was agreed that Steve Kibble, the Adviser for Physical Education, should be invited to address the HSSG on his work, e.g. Fit to Succeed, so that all members are aware of the scope of his work.</p>	<p>GF to invite</p>

13. Newsletters	
<p>Concern was expressed regarding the four pages given to APAUSE in the last newsletter given that funders are currently reviewing the effectiveness of the programme. Gillian Feest apologised for any damage this had caused, and promised in future to distribute the newsletter to PCTs prior to publication, so that they could comment on any editorial content. It was also suggested that the next newsletter might contain case studies from other schools where APAUSE is not used to put the programme into a broader context.</p>	<p>Credwin to be informed</p>
14. Future Plans	
<p>Charles Holme briefly looked at the future plans outlined in the NHSS Report, and asked whether the Devon programme was meeting these needs. It was agreed that the Devon programme was well on course.</p>	
15. Date of next meeting	
<p>8 January 2003, 9.30a.m. - 12.30 p.m., Great Moor House</p> <p>9 April 2003, 9.30 a.m. – 12.30 p.m. was set as a provisional date for the following meeting.</p>	