

# HEALTHY SCHOOLS STEERING GROUP MEETING

Great Moor House

28 May 2002

## MINUTES

Present	Action
<p>Jan Baker, Headteacher, Orchard Vale Community School, DAPH representative Selena Blake, Exeter PCT Steve Brown, S Hams &amp; W Devon PCT Jane Cowper, Teignbridge PCT David Duttson, Devon Association of Governors &amp; Healthy Schools' Accreditor Gillian Feest, Adviser, Personal &amp; Social Education Paul Helson, Healthy Schools Co-ordinator, S W Peninsula Regional Health Authority Dr Charles Holme, Chair; Dept. of Child Health, RD&amp;E Hospital Jacqui Mann, Children's Lead, N Devon PCT Sue McGrath, Youth Affairs, Devon &amp; Cornwall Constabulary Sue Mountjoy, Healthy Schools Administrator Lucy O'Loughlin, Mid Devon PCT Jill Rose, School Nurse Advisor Linda Scofield, Healthy Schools Project Officer, N &amp; E Devon Margaret Somerville, Teignbridge PCT Ian Tearle, N Devon PCT Norman Tyson, Headteacher, Honiton Community College, DASH representative</p>	
<b>1. Introduction and apologies</b>	
<p>Apologies were received from Judith Beer (North Devon PCT), Becky Jenkins (East Devon PCT) and Mike Beard (Connexions).</p>	
<b>2. Minutes of last meeting</b>	
<p>Tearle put forward his draft proposals outlining the functions of the Healthy Schools Steering Group (Item 6). It was agreed that it was important to have these in writing and to clarify responsibilities. The question of whether progress should be reviewed formally through an annual report was discussed. It was suggested that it would be helpful to feed back to other partnerships once a year in order to raise awareness and promote Healthy Schools work. The proposals were agreed and accepted. With regard to the suggestion about inviting the lead County Community Strategy Officer to attend the Healthy Schools Steering Group (Item 7), Gillian Feest told members that she had</p>	

<p>attended the County Community Strategy Group, which had proved very supportive of Healthy Schools work. It was felt, however, that there were already enough members on the Healthy Schools Steering Group. Dr Holme raised the issue of there being a disproportionate number of health personnel. PCTs could, perhaps, represent each other. The matter is to be discussed at the next meeting. The minutes were agreed.</p>	
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<p><b>3. Report from N &amp; E Devon Healthy Schools Officer</b></p>	
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<p>Linda Scofield, N &amp; E Devon Healthy Schools Officer, said that work was progressing well. Four link officers had been appointed in each PCT area to work closely with their PCTs, liase with PSHE co-ordinators in schools, and to organise PSHE support groups. Their appointment should enable a more focused use of resources.</p> <p>Training courses, which still provide an important route into Healthy Schools, were proving very successful, and the Stage 2 courses on classroom practice were under way.</p> <p>Linda Scofield said she was looking forward to working with the new Healthy Schools Officer for the S &amp; W, following interviews for the post tomorrow (29 May).</p> <p>The current number of schools involved in Healthy Schools is 76% at Stage 2, Phase 1, and 47% at Stage 3.</p>	
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<p><b>4. Report from Adviser, PSHE – SRE, drugs, country training courses</b></p>	
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<p>Gillian Feest said that this year's courses were very successful, and that the range of other work was being kept updated on the website. Margaret Somerville, the newly-appointed Director of Public Health from Teignbridge PCT, was welcome to join a training day or to visit a Healthy School.</p>	
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<p><b>5. Report from David Duttson re. accreditation, and recruiting additional accreditors</b></p>	
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<p>Some twelve schools have already been accredited and five were awaiting the process. David Duttson highlighted the need for more accreditors: as the only accreditor, he would be unable to cope with a large influx of schools seeking accreditation. The process itself is very successful. David Duttson spends some two and a half to three hours in each school and can obtain a good picture of the school in that time.</p>	
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<p>Gillian Feest reiterated the need for more accreditors and her hope that representatives from Health could be found to join the accreditation team. As the work is voluntary, it would ideally suit a retired person, possibly a retired PCT board member, a recently-retired head teacher or school nurse. Travel expenses are paid and a minimum of five days a year is essential. It was agreed that school nurses in employment have too many commitments to take on accreditation work.</p> <p>There followed a discussion about the certification process. Teignbridge PCT expressed its desire to see a school's portfolio of work before the certificate was issued for any school in Teignbridge PCT; and for the PCT to be given plenty of notice to find a representative from the board to attend school award ceremonies. Margaret Somerville would like to attend an accreditation visit with the Healthy Schools A0ccreditor.</p>	<p>Health to look for suitable accreditors</p> <p>No certificates can be issued until new signed logos are received from PCTs</p>
<p><b>6. Report from S &amp; W re. Healthy Schools Officer post</b></p>	
<p>There are three applicants for the post, for which interviews are being held tomorrow, 29 May 2002. The interview panel will consist of two PCT representatives, Paul Helson, the Healthy Schools Co-ordinator for the SW Peninsula, the PSHE Adviser representing DCS and the Healthy Schools Officer for N &amp; E representing the Devon Healthy Schools programme. The appointee will be employed on secondment for three days per week, and the post is to be funded from Healthy Schools Standards Fund, PCT monies and money carried over from last year.</p> <p>Concern was expressed about the working of this post, and whether it would provide uniformity of service across Devon, and the holistic entitlement that schools expected. It was pointed out that the post was only part-time, and probably would not be comparable to the service available in the N &amp; E. It was pointed out that funding and strategic priorities varied between PCTs. Also, health had to focus on areas of need, and could not take the universal approach adopted by education.</p> <p>It was agreed that it was not always easy to get priority schools interested in health initiatives, and that education was better placed to encourage school involvement.</p>	
<p><b>7. Report from PCTs</b></p>	
<p><u>Mid Devon PCT</u></p> <p>Lucy O'Loughlin is looking forward to working with the new link officer for Mid Devon, Caroline Boother. Caroline has been through the Healthy Schools process herself, and is well placed</p>	

to assist schools. Lucy hopes that Caroline will become involved in a number of current PCT projects, e.g. healthy lunchtimes and Eating Well Community Grants. Tiverton is set to join the “Fit to Succeed” project, and Caroline will hopefully be involved in this.

Exeter PCT

Selena Blake reiterated the above sentiments regarding the new link officers. She is meeting Liz Edwards, the link officer for Exeter PCT, shortly, and will brief her on the PCT’s priorities and expectations regarding the new post.

South Hams and West Devon PCT

Steve Brown is looking forward to the appointment of a Healthy Schools Officer for the S & W tomorrow. Paul Helson added that the Smoke Free Devon Alliance, covering Devon, Plymouth and Torbay, are considering funding a conference linking their work on prevention and cessation to the Healthy Schools Programme. He is to make a presentation on Healthy Schools at their next meeting and will be advising that young people are involved at an early stage.

Teignbridge PCT

The community dietitians are working on nutrition in schools and a report is expected soon. The PCT is consulting with primary schools in Teignbridge on what they would like in the Community Plan. The results of Chatterbox are to be put on the PSHE website.

North Devon and East Devon PCTs were not represented at the meeting.

Jacqui Mann reminded the meeting that the National Service Framework for Children document on the potential scope of the Healthy Children and Young People Module is now out.

**8. Additional PCT work achieved in schools and work of schools/PCT link officers**

This already covered.

**9. Reports from School Nurse Sub Group**

The School Nurse Sub Group continues to meet. The decision has been made to report back to the Steering Committee for Children’s Health as well as to the Healthy Schools Steering Group. The group is currently drafting a communication to go to

<p>the newly-appointed Directors of Public Health in the PCTs to look at ways in which education and health can work together regarding the role of school nurses. Jan Baker, the DAPH representative, noted the importance of working through the DAPH link officer, who liaises between DAPH and the Academic Councils.</p>	<p>Jan Baker to provide details of current link officer</p>
<p><b>10. The St David's First School Lunchtime Project</b></p>	
<p>This has proved very successful and cheap to operate. £2000 is needed to continue the work countywide. The school is also interested in the idea of doing training through video conferencing, and the cost for the necessary hardware is some £8000. This could then be used for a variety of other projects. It was agreed that video conferencing would be put on the agenda for a future meeting, and that the St David's funding would be discussed at the next Steering Group. For the moment, Gillian Feest will inform the school that further funding is unlikely.</p>	
<p><b>11. Terms of reference for Healthy Schools Steering Group</b></p>	
<p>Proposals put forward by Paul Helson to recognise the autonomy of the Devon, Plymouth and Torbay Healthy Schools schemes were agreed by the Steering Group. Despite joint accreditation for the three programmes, in reality they have always been separate. It was agreed that officers from the three authorities would continue to share good practice, and keep in touch once a term.</p>	
<p><b>12. Staffing from Standards Fund for 2003 - 2004</b></p>	
<p>Gillian Feest put forward staffing proposals for 2003-4. She felt that the current year-by-year arrangements were unsatisfactory, especially for schools, and that a longer-term approach should be adopted. One Healthy Schools Officer could be appointed to cover the whole of Devon for the next two years, with link officers in each PCT. The work would be increasingly about targeted schools and linking into local health professional support for schools.</p> <p>After discussion, it was agreed to set up a small sub group to consider all options in the light of changing circumstances, and to draw up several proposals for consideration by the Steering Group. Ian Tearle will lead the group, with other members being Gillian Feest, Jan Baker and Jacqui Mann.</p>	

<b>13. Additional Funding for drugs/primary schools project</b>	
<p>The group discussed proposals for the use of Standards Fund Grant 308 to support drugs education in primary schools. These proposals are to meet the required DAT and Healthy Schools targets that cannot be met any other way. The grant is for one year only, and a decision needs to be made as soon as possible. It was agreed that a small group (Gillian Feest, Jacqui Mann, Jill Rose, Rob Calder and Ali Round) would look at the remit of the job, and draw up a job description. It was suggested that the post should involve a mapping exercise to find out what is happening in each PCT, a comparison with research in other parts of the country, and then highlighting/drawing up/designing the most effective interventions and seeing how these can be most effectively delivered and by whom in targeted schools. If seen to be based on local and powerful evidence, the work could attract further resources after the initial period of funding. It was thought advisable to set up a small project group to support the work of the person appointed. The latter would also work closely with the Adviser for PSHE, the Drugs Education Advisers, and other agencies already involved in this field, e.g. Sure Start.</p>	
<b>14. Information about SW Regional Co-ordinator's role</b>	
<p>The group noted information received regarding the changed role of Regional Healthy Schools Co-ordinators.</p>	
<b>15. Update from Paul Helson on SRE Pilot, portfolio of evidence</b>	
<p>The SRE Pilot for accreditation of SRE teachers continues, with three schools from Devon involved. The schools' portfolio of evidence will be sent for assessment, leading to the first round of accreditation. The idea of accrediting teachers of PSHE as a whole, rather than separate components such as SRE, has been mooted.</p> <p>The proposal for providing all schools starting Healthy Schools with a ring binder plus dividers and plastic pockets for their portfolio of evidence was discussed. It was felt that not all primary schools would appreciate this regimented approach, and would prefer to compile their own portfolio in their own fashion. The folder could, however, be offered to schools as an option.</p>	
<b>16. Cost of the Healthy Schools Steering Group meetings</b>	
<p>The cost of the Healthy Schools Steering Group meetings,</p>	

particularly when lunch is provided, was brought up for discussion. Ian Tearle said that the N Devon PCT was quite happy to cover this.	
<b>17. Date of next meeting</b>	
<b>9.30 a.m. – 12.30 p.m., 2 October 2002 – Great Moor House</b>	