





Kingston SEND Partnership Board

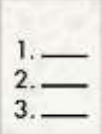

	Wednesday 25 January 2023, 10-12pm
	Virtual via Google Meets



Members

Ian Dodds, Chair	ID	Director of Children's Services	Achieving for Children
Alison Danks	AD	Associate Director for Health Services	Achieving for Children
Alison Twynam	AT	Director Children's Social Care	Achieving for Children
Anna Chiva	AC	Associate Director for Special Educational Needs	Achieving for Children
Ashley Whittaker	AW	Programme Director	Achieving for Children
Beverley Pass	BP	Co-Chair	Parent Carer Forum
Carmel Brady	CB	Speech & Language Therapist Lead for Children's Services	Your Healthcare CIC
Charis Penfold	CP	Director for Education Services	Achieving for Children

Iona Lidington	IL	Director of Public Health	Royal Borough of Kingston upon Thames
Jonathan Rourke	JR	SENDIASS Coordinator for Richmond and Kingston	SENDIASS
Leigh Edser	LE	Principal	Dysart School
Megan Francis-Falkner	MF-F	SEND Policy and Project Coordinator	Achieving for Children
Rob Harris	RH	SEND Parent and Carer Engagement Officer, Kingston	Achieving for Children
Sean Maher	SM	Headmaster	Richard Challoner School
Sharon Houlden	SH	Executive Director for Social Care and Health	Royal Borough of Kingston upon Thames
Sharron Nelson	SN	Deputy Head of Transformation - Children	NHS South West London, SWL Integrated Care System, Kingston & Richmond
Cllr Stephanie Archer	SA	Portfolio Holder Children's Services including Education	Royal Borough of Kingston upon Thames
Sue Lear	SL	Deputy Director of Transformation	NHS South West London, SWL Integrated Care System,
Apologies			
Ian Thomas, Chair	IT	Chief Executive	Royal Borough of Kingston upon Thames
Alison Stewart	AS	Head of Special Educational Needs and Disabilities. (Designated Clinical Officer for Children and Young People with Special Educational Needs and Disabilities – Kingston and Richmond)	NHS South West London, SWL Integrated Care System, Kingston & Richmond
Georgina Andrews	GA	Head of Practice Learning	Achieving for Children
Karen Long	KL	Service Lead, Frontline Services	Your Healthcare
Judith Mobbs	JM	SEND Professional Adviser	Department for Education
Julie Percival	JP	Assistant Principal – Curriculum & High Needs	South Thames College Group
Nikki Craig	NC	Head of HR, Corporate Projects and IT	Achieving for Children
Peter Mayhew-Smith	PMS	Group Principal and CEO	South Thames Colleges Group
Rachel Nye	RN	Headteacher	Tolworth Infant and Junior School
Rob Harris	RH	SEND Parent and Carer Engagement Officer, Kingston	Achieving for Children
Cllr Sabah Hamed	SH	Portfolio Holder for Adult Social Care and Public Health	Royal Borough of Kingston upon Thames
Sally Parkinson	SP	Associate Director for Business Development and Strategic Commissioning	Achieving for Children
Sarah Ireland	SI	Director of Corporate and Commercial	Royal Borough of Kingston upon Thames
Sian Wicks	SW	Non-Executive Director	Achieving for Children
Sophia Njiri	SN	London Region Clinical Lead - Children and Young People	NHS England and NHS Improvement
Stuart Sweeney	SS	Lay Member (Social Investment Sector)	
Terry Tottman	TT	Commissioning Manager	Achieving for Children
Tonia Michaelides	TM	Executive Locality Director (Kingston)	South West London CCG

 Minutes	Action 
<p>1. <i>Welcomes, Introductions and Apologies</i></p> <p>ID welcomed the Board, introductions were made and apologies given.</p> <p>ID noted that there is a small change to the format of the meeting, it's a trial and can be changed or can go back to the original arrangement. The plan is to start the meeting with an open conversation about what is working well, then to share worries or concerns in the system, what is / is not working well, what our shared concerns are. This will include feedback from children and young people (CYP) and parent and carers, also looking at the dataset and updates from partner organisations. This will mean a shared understanding of the big issues that need to be reviewed in the SEND system as a partnership. Items to be reviewed in depth, at a future Board, can be agreed and there will be a focussed session for these items. Moving forward the same format will be used to agree the focus item for subsequent Boards, and there will also be time set aside to discuss updates about areas that have been already discussed, so the Board are aware of progress or resolution. Future agendas will be in four parts, what are we worried about / what is working well, a specific issue that is affecting the whole of the system, what do we need to change, a review of previous issues to see what progress has been made and general partner updates at the end. The Board agreed, and as this is work in progress, can be reviewed.</p>	

What do we know about the quality of SEND provision in Kingston?

2. *Update from children and young people*

AW noted the data in the dashboard regarding CYP who are happy with their Annual review meeting and also with their involvement in agreeing the plan. The percentage of CYP who are happy with these two areas was high in Q3.

AW told the Board about a YP he had met, who attends Kingston College and has additional needs. The YP has volunteered at a café in Kingston, where **AW** met him. He works there one day a week and is a valued member of the team. The YP explained to **AW** how he enjoys the work there and feels part of a team and is learning some useful life skills. **AW** noted it was good to hear this and more of this is needed in Kingston as this is what we are trying to achieve in the 16-25YO agenda with supported apprenticeships.

AW noted that the Participation Officer has been appointed and will be joining in February 2023 and will attending future Board meetings.

3. *Update from Parent Carer Forum*

BP noted concerns around EHCPs, specifically those that are ‘needs’ lead. Also, that, parents are being asked to look for a school for their child who have an EHC plan and are looking for an alternative to mainstream, and this is tricky for families, The PCF are assisting with helping navigate the process. Lack of therapies is also an ongoing concern for most parents.

RH noted that parents had expressed their concern around EHCPs, Annual Reviews and Transitions.

CLlr Archer noted that access to therapies and the waiting time for mental health support had been highlighted to her and it would be helpful to look at the data.

	<p>CB noted her concern that supporting therapy provision in EHCPs can sometimes be to the detriment of CYP at SEN support. The teams are working on fulfilling the statutory duties and it is hard to balance the SEN and Early Years early mainstream support.</p> <p>CP noted the point, and also concerns, around Annual Reviews or a review at a school where they are not confident in continuing to support the needs of a CYP, and following this, there can be a view that attendance is no longer possible, but finding specialist provision can take a long time. The team have been looking to encourage a more solution focused response to try and sustain the placement, making it clear that finding a suitable placement takes time and resourcing and helping the child to sustain their school place is the best short term, whilst the conversations around a suitable placement are found. If possible, CYP should stay at the school and work with them, not attending leaves them vulnerable.</p>	
4.	<p><i>Performance Dashboard and Update Report</i></p> <p>AW noted the new format for the Dashboard and would welcome any comments.</p> <p><i>What is working well</i> – AW noted the continued work with Parent Engagement and the PCF, who continue to grow and work positively with parents. The number of registrations on the SEND Register continues to grow. The data now includes Academic Performance data, after two years of not having been reported. The number of professionals attending training is pleasing. Also the number of CYP who have a plan who are attending mainstream schools is positive, this is due to the work in mainstream schools, who are making this viable. Financially, the situation is slightly better than Q2, the Commissioning Team are predicting a £0.5M saving by the end of this financial year. Also, the actual number of plans is slightly less than forecast in the model.</p> <p><i>What is not working well</i> – AW noted the number of gaps in the data dashboard, there was a low number of responses from parents and carers from the systemic collection of feedback for Annual Reviews and the issuance of a plan, the issue has been reviewed and there is confidence that the data will improve in Q4. There is a lack of therapy provision data due to the issue with CareNotes.</p>	

AD noted that the CareNotes system is now working, but it will probably be the end February / March before the reports are available again. **AW** noted the improved CAMHS Tier 2 data performance, but highlighted that the historic data is currently being cleansed and the data is probably not as high as expected, but what is clear is that the waiting times have improved. The reason this is a concern is because additional funding for resources was made available in the past financial year, which is the reason the waiting times improved, but it is short term and coming to an end, which could result in waiting times increasing again. The timeliness of advice and the issuance of a plan, in terms of the 20 weeks performance, in Q3 there was a decrease in the percentage of advice being provided on time and the number of plans being issued in 20 weeks, this is based on timeliness of advice and reasons have been reviewed and the team are confident that this will improve in Q4. Attendance data, this is a new KPI and a pilot with a small number of schools, but the attendance for CYP who are on SEN Support and plans is lower than those without a plan, and this area is being monitored.

Cllr Archer asked about attendance and where it is lower what processes are being put in place to support CYP to improve attendance. **CP** explained that the DfE are very focussed on attendance, especially with the anxieties for some pupils in returning to regular attendance after Lockdown. There is a clear strategy, but most schools, even those with high attendance three years ago, are having to work with CYP and their families who are finding it difficult. AfC are working closely with Attendance Officers and head teachers about the different reasons behind nonattendances and looking at a variety of approaches for the different reasons. The Mental Health school teams have been providing training to support families and schools. Nationally attendance is not where it was pre-Covid, hence the current focus.

SM noted that from a wider perspective, not just SEND CYP, attendance is more of a challenge than it was previously, e.g. Richard Challoner has approx. 97% attendance and at the end of last term Y10 attendance was at 49%. **SM** feels that the attendance may improve over time. **SM** noted that perhaps due to lockdown and isolation children have not been exposed to germs and illness and will hopefully work through this. In terms of support in schools, it's about having the right systems in place to follow up quickly where there is poor attendance and schools are very good at

this, this process must be for both mainstream and SEND CYP where attendance is an issue, working with parents and building trust is essential.

What is the Partnership doing to drive improvement?

5. *Deep dive into Annual Reviews*

AC presented a deep dive into Annual Reviews, which will be circulated with the minutes.

ID asked for clarification around amending a plan, and when an amendment is made, is a new plan issued? **AC** explained that yes a new plan is issued or a notice of a plan is issued, which is a detailed letter of amendments. This is what is stated in the Code of Practice, and can cause confusion, it would be less confusing for parents if an amended plan was issued with detailed track changes.

SM noted that there isn't an easy solution for schools and the hardest part of the process for Richard Challoner is the two week period from the initial meeting to returning the information to AfC, due to the large number of cases. There is also an internal QA process, which adds to the timeline, but is essential to ensure plans are robust. **SM** suggested extending the two weeks to three to four weeks as a solution and also suggested discussing the issue at the Secondary Heads meeting. **AC** noted this point and will liaise with **SM** to provide the information.

There was a discussion around partners providing information earlier to help with the timeline. It was noted that therapies are currently under pressure, but if there is enough notice about what information needs to be provided then plans could be made accordingly. A mapping process is used, but is difficult depending on the school or setting and who is providing the input. There can be difficulties with administration when so many professionals are involved in the Annual Review. **RH** noted parental input and what can be done to help them with the process and reassure them, **AC** agreed to work in partnership with **RH** / **PCF** to help improve the process and also work with families and schools. **BP** noted that the process needs to be followed, but it would be helpful to

	<p>provide an aide-memoire to help parents with the process, also better communication would be helpful as we normally know in advance when the Annual Review will take place and information to help support parents and carers would be beneficial. JR noted that he agreed with the points discussed, but added that timelines have improved and there are a number of Annual Reviews that are completed on time. JR agreed to help with any information that would assist schools and parents and carers. CP noted that during the inspection in 2018 there was a focus on Annual Reviews, and since then the purpose of ARs has not been revisited and perhaps a short video for parents and carers would be beneficial to highlight best practice, the best outcomes are always where the CYP has been openly engaged in the process. An Annual Review should be a celebration of the support that a CYP has received and progress made</p> <p>ID thanked AC for presenting the Annual review process, noted that the administration process needs to be reviewed and possibly look at the revised timeline. Work with advice givers around mapping, prioritising and scheduling advice and how this is achieved. As a partnership, there needs to be agreement in defining significant changes and ensuring that the information is well known across the partnership. Work on accessible information, in a range of different formats for CYP and their families around the Annual Review process.</p>	
<i>Other Updates</i>		
6.	<p><i>Any key service updates</i></p> <ol style="list-style-type: none"> 1. AW noted the review undertaken by Peter Gray around mainstream SEND funding. It was agreed at Schools Forum that there will now be a Task and Finish Group to look at some of the recommendations moving forward. The Peter Gray report will be distributed with the minutes. 2. IL noted the draft SWL ICS Health & Care Strategy, which will be distributed with the minutes. The deadline for feedback is 10.03.23. 	

	<p>3. BP noted that the Kingston PCF now have an administrator who can be contacted at help@kingstonpcf.co.uk. The PCF are also engaging in the Healthy Parent Programme to help support parents.</p> <p>4. SL noted that Gavin Spiller and Sharron Nelson, Deputy Head's of Transformation have both joined and the new DCO will be joining, for 2 days a week, on 22.02.23.</p>	
7.	<p><i>Terms of Reference Update</i></p> <p>Please noted the ToR and let AW know of any amends by 03.02.23.</p>	
8.	<p><i>Forward Plan</i></p> <p>ID noted that for this Board we focussed on Annual Reviews as agreed at the last Board.</p> <p>The next board will look at better management of the move from mainstream to specialist placements for CYP.</p> <p>ID asked for more suggestions for focus / discussion at the future Boards. Transitions and prioritising therapies were agreed for future discussion.</p>	

KINGSTON SEND Partnership Board will next meet on:

NB. Electronic invites have been sent.

29 March 2023 at 10-12pm

24 May 2023 at 10-12pm

19 July 2023 at 10-12pm

27 September 2023 at 10-12pm

29 November 2023 at 10-12pm