





Richmond SEND Partnership Board

	30 January 2023 9.30am – 11.30am
	Virtual via Google Meets



Members

Ian Dodds	ID	Director of Children's Services	Achieving for Children
Anna Chiva	AC	Associate Director of Special Educational Needs	Achieving for Children
Ivan Pryce	IP	Chief Executive, Auriga Academy Trust & Headteacher	Strathmore School
Penny Frost	PF	Chair of the Education and Children's Services Committee	Richmond Council
Philip Moshi	PM	Trustee	Richmond Mencap
Sally Parkinson	SP	Associate Director Business Development and Strategic Commissioning	Achieving for Children
Lucy Mayor	LM	Senior SEND Case Lead London Regions Group	Department for Education
Judith Mobbs	JM	SEND Professional Adviser	Department for Education

Sheldon Snashall	SS	Associate Director for Pupil Support	Achieving for Children
Megan Francis-Falkner	MF-F	SEND Policy and Project Coordinator	Achieving for Children
Anna Sadler	AS	Achieving for Children Board Member	Richmond Council
Minta Townshend	MT	Vice Chair	Richmond Parent Carer Forum
Heather Mathew	HM	Children and Young People's Voluntary Sector Strategic Lead Manager	Richmond CVS
Ashley Whittaker	AW	Programme Director	Achieving for Children
Charis Penfold	CP	Director of Education Services	Achieving for Children
Julie Hale	JH	Divisional Manager Richmond Children's Services	Hounslow & Richmond Community Healthcare NHS Trust
Karl Burgess	KB	Transition Lead from Adult Social Services	Richmond Council
Alex Hardy	AH	SEND Advisor	Ruils
Claire Schneider	CS	Clinical Service Manager for Paediatric Therapies	Hounslow & Richmond Community Healthcare
Alan Went	AWe	Headteacher	Hampton Hill Junior School
Jonathan Rourke	JR	SENDIASS Team Coordinator for Richmond and Kingston	KIDS
Alison Stewart	AS	Designated Clinical Officer for SEND	NHS South West London Integrated Care System
Nathan Nagaiah	NN	Non-Executive Board Member	Achieving for Children
Claire Richmond	CR	Chair	Richmond Parent Carer Forum
Sara Doyle	SD	Associate Director for Identification and Assessment	Achieving for Children
Kelly Dooley	KD	Headteacher	The Richmond upon Thames School
Sue Lear	SL	Deputy Director of Transformation	NHS South West London Integrated Care System
Denise Madden	DM	Deputy Executive Lead Integrated Care System	Deputy Executive Lead Integrated Care System
Gavin Spiller	GS	Deputy Head of Transformation, Children	Integrated Care Board
Jemma Sharples	JS	Improving Quality Lead Learning Disabilities and Autism Programme	NHS England
John Street	JS	Adult Services	Richmond Council
Farah Ahmad	FA	SEND Parent Carer Engagement Officer	Achieving for Children
Toni Whitehouse	TW	Head of School Health & Social Care, Early Years, Supported & Inclusive Learning	Richmond upon Thames College
Janice Riley	JR	PA to Ian Dodds (minute taker)	Achieving for Children

Apologies			
Kirsty Hogg	KH	Commissioning Support Lead	Richmond Council
Natalie Douglas	ND	Deputy Director Clinical Services	South West London CCG
Tracey Mabbs	TM	Early Years Provider representative	The Kings Road Nursery
Laura Turner	LT	Mencap	Voluntary Sector
Kate Jennings	KJ	Senior Public Health Lead	Richmond Council
Alison Twynam	AT	Director of Children's Social Care	Achieving for Children

<div> <div>1. —</div> <div>2. —</div> <div>3. —</div> </div> Minutes		Action <div> <div>— ?</div> <div>— ?</div> <div>— ?</div> </div>
1.	<i>Welcomes, Introductions and Apologies</i> <i>A round of introductions were made and apologies were noted.</i> <i>ID noted the changes to the format of the meeting advising that this is how we are proposing to take the meetings forward. The first section will cover what we know about the quality of our provision and discussions around these items will help us to decide what we need on the agenda for the next meeting. We will trial this today and see if it works and we would be grateful for feedback so we can make changes if needed or even go back to the old style if preferred.</i>	
2.	<i>What do we know about the quality of SEND provision in Richmond?</i> <i>Update from children and young people</i> <i>AW noted the great range of attendance at this meeting today. We have now recruited to the post of Children and Young People Participation Officer and the new post holder will be joining in</i>	

February. We are aware there are currently some gaps in terms of feedback on the dashboard but we are confident that once the new person is in post this will be addressed.

Update from Parent Carer Forum

CR asked if we are availing ourselves of all available data, including that from SENDIASS and partners, noting that there will not be a large volume of parents inputting unless we are running surveys. CR feels we should continue doing what we do well and ask for data from the organisations working directly with families to include with our data. ID noted this is important and explained we are trying to triangulate all of our data sources. ID added that he has already spoken to AW and agreed it would be helpful to have SENDIASS data as well as data from voluntary sector organisations. AH noted that data will often only provide a partial picture so he would like to get together with CR, Skylarks and JR and any other organisations representing families to work out the best processes to collect information and develop an issues log. ID thanked AH and asked if he would be happy to organise and lead on that - AH agreed. AH will link up with others and take this forward.

Action: AH to organise meeting with other organisations to collect data and create an issues log.

CS agreed we do need to go further with the data but would like to integrate it too. We also need to look at the data within the realms of what is possible to make it most fruitful. ID agreed we will need to sense check the data. HM agrees with feeding in data but noted that we need to be careful how we choose which voluntary sector groups. One of the issues is that if people aren't able to participate fully their information gets lost so we need to make it possible for all groups to participate. There is a lot of good practice in the voluntary sector which could feed in.

AH

Performance Dashboard and update report

AW noted that getting a dashboard that everyone is happy with is challenging. We have come up with a new layout and we hope it does reflect the feedback received however we can add more if required. Feedback we have received from the Health and Wellbeing Board is that they would like to see more information on young carers with SEND. We have captured some detail but would welcome having a richer source from other organisations. We have tried to be clearer with RAG rating and AW explained the general logic behind the ratings.

AW advised that we have several new staff joining the local SEND system, Gavin Spiller, Deputy Head of Transformation, Children from the Integrated Care Board and Denise Madden, Deputy Executive Lead from the Integrated Care System who are here today. Sharron Nelson has also joined the Integrated Care System. A part time Designated Clinical Officer has also been appointed (starting end of February) so there is lots of good news around new people joining.

Percentages of young people with an EHCP supported in mainstream schools is impressive and mainstreams schools are doing a great job of meeting need. There are also good numbers of people attending training around SEND and emotional wellbeing and mental health.

Finances in terms of Safety Valve agreement are very slightly better and we are confident we will receive the next round of funding.

Lack of survey feedback is a concern, there have been really low numbers of responses so we are looking at how we can improve that. Timeliness of advice is another area of concern, professional advice is often not received within timescales and impacts on our ability to meet other timescales. Some aspects of cost are also of concern, we know certain placements are increasing significantly.

AW noted the great work that the Parent Carer Forum is doing. Their latest annual report shared after the November meeting minutes is a great read and really shows the value of what the PCF are

delivering. There is a much higher number of families engaging with them and attending events. We are very grateful for this and are looking forward to the event on 13 March.

The WSOA has some areas which are RAG rated green that we can be happy about but also some areas of red and we are grateful for the challenge from the DfE and NHSE. Most of the areas of concern relate to priority 4 around health pathways but we are hoping that, with the additional colleagues on board in health services, this will start to improve. The DfE and NHSE have stipulated an additional monitoring meeting on the health pathways to again scrutinise the progress the local area is making.

The health data in the dataset shows some areas of positivity. Physio data looks positive but we do need to dig into this as although it shows waiting times are within target we also know that some young people are not receiving the support they need so we need to adjust the metrics in the dashboard. There is improvement in waiting times for Tier 2 CAMHs but we are concerned that the funding that underpins this improvement is not guaranteed going forward so we need to identify areas of funding to maintain this.

CR thanked AW for his kind comments. CR noted the following:

- The Activity Fund has a reducing number of applications. Comms have gone out to encourage people to get an application in.*
- In terms of items 29 and 30, do we know what the remaining young people with EHCPs (Post 16) who are not supported in further education or in vocational pathway destinations are doing?*
- Point 34 relating to the education inclusion service – CR suggested we need to share some comms with parents so they can understand.*
- Point 37 – we are becoming very concerned about what we don't know in relation to alternative provision (medical).*

- Point 39 – CR noted that they have been asking for 2.5 years for data on children home educated with SEND, not just with EHCPs but still this data only relates to young people with an EHCP.
- Point 54 – draft amended plans issued within 8 weeks of annual review decision, this doesn't comply with the judicial review finding.

ID responded that we will pick up the annual review question in the main agenda item.

Details relating to items 29 and 30 are included with the minutes. We do have a weekly report that breaks down where the young people are. AC added that we also have door knockers who go round trying to find out where young people are and getting them to engage.

SS responded that details of EISS is on the Local Offer and there is quite a bit of detail to give a good sense. SS suggested CR have a look and let SS know if she has any further queries. In terms of alternative provision, SS does feel we have strong oversight. Most of this is delivered through people we directly commission. Malden Oaks cover a lot at secondary level, ranging from medical tuition to those on alternative SEN provision and also permanently excluded young people. Anstee Bridge is another of our provisions. Some provision is commissioned by schools but we do ask for information on all of those. Most schools do provide this and we follow up if we don't receive the information. Set reviews are in place for all of those with 6 to 8 weekly progress reports. CR noted that their concern is that they are not reaching these families so she would appreciate a meeting with SS to discuss how they could reach them. SS advised that SENDIASS are mentioned in a lot of the meetings he attends but he would be happy to set up a meeting with CR.

Action: SS to arrange a meeting with CR regarding alternative provision

EHE is a bit of a grey area in terms of our statutory powers and what information we can hold. We do ask schools to complete a form for these young people. CR noted their concern is that some of these families have chosen to EHE as they feel they have been pushed out of schools due to lack of support and asked what oversight we have for these young people. CR added that she is concerned

SS

	<p><i>that nobody has eyes on these young people. ID responded that we will look at the data we have but the challenge is that parents don't have to notify the Local Authority if they choose to home educate their children. However, we may be able to share better data and will pick that up. JR advised CR that they do work with some of those families she is referring to and they will always try to encourage them not to take that route and try to help them manage the situation with schools.</i></p> <p><i>Based on the discussions today, ID asked what people think we should focus on at the next meeting?</i></p> <p><i>CR responded she would like to look at children with SEND not in school generally.</i></p> <p><i>JM noted questions being raised today do play into the wider role of alternative provision so it might be a good idea to think about governance and data recording.</i></p> <p><i>AW asked if we should be looking at the WSOA at this board, given that it is discussed at other forums. JM noted that DfE monitoring is not part of our local scrutiny, it is a separate process. JM asked whether the other forums have all the right people round the table to have oversight and scrutiny of the WSOA. ID doesn't feel we do have the same level of attendees at other forums and would therefore need to continue reviewing the WSOA at this board. ID suggested we have that as a focus on transitions at the Partnership Board in May 2023.</i></p> <p>Action: Agreed substantive agenda items as follows:</p> <ul style="list-style-type: none"> • <i>March – children with SEND not in school and alternative provision governance and data recording</i> • <i>May - WSOA</i> 	
3.	<p>What is the partnership doing to drive improvement</p> <p>Deep dive into annual reviews</p>	

CR shared a presentation to share feedback from the PCF. Parents are concerned that children's EHCPs are not being properly reviewed so that we can try to meet statutory deadlines. It is felt that data needs to be outsourced to a third party for it to be more reliable and give an accurate picture of the views of families.

ID thanked CR and handed over to AC to present.

AC shared presentation, a copy of which will be circulated with the minutes and explained the intention of the session. AC noted that the two week and four week timeline after the review meeting is quite challenging and we would be interested to know if any other local authorities are managing to meet the new guidelines. A useful and key action to take forward would be around only amending EHCPs if there are significant changes.

AC noted that the data does exclude phase transfer data.

AC stated that she would like to bring in the school representatives at the meeting to talk about the challenges they face.

AWe noted that the issues have been captured well. Not all schools have full time SENCOs so capacity issues impact on how quickly they can respond. Children arriving mid-year are also having an impact. Virtual attendance has helped enable people to attend meetings.

KD noted what works well adding that over the last few years there has been collaborative work with headteachers, SENCOs and AfC around distribution of where students go to ensure the fair share of placements. This has meant more students are being placed in the right settings and SENCOs have a much stronger handle on consultations. KD asked if we could use the learning from this experience to adopt across the whole process, particularly in terms of phase transfer.

IP noted that in special schools it has taken a long time to get to a place where they feel the system is working well. Parents are given access to information throughout the year so that when it comes to the annual review report there is just a short update from the school which helps in timely

	<p><i>sharing of the report. Therapists appreciate it is challenging so they appreciate being able to update through their system. IP noted he would be interested to know whether timescales are being met by each school. AWe added that as well as mainstream they have an SRP and the work SS has done with them building up a network has been really helpful so thanks to SS.</i></p> <p><i>ID opened discussion on what people feel we can do to make things better noting that there is a need for holistic outcomes training for parents, agreeing and defining the meaning of significant change.</i></p> <p><i>CR responded that there needs to be improved communication with parents. Sometimes parents only receive their report on the day of the annual review. A lot of anxiety and dissatisfaction could be headed off if coordinators just kept parents updated along the way. Work is happening without parents and we do need to include them so they know what is going on. ID noted there is a wider issue around parents' understanding of the whole process of the annual review, it is not the only opportunity to share worries, concerns and ideas.</i></p> <p><i>AC noted it would be useful to touch base with the PCF outside of this meeting in relation to communication as our data doesn't show this as a major concern. It would be good to discuss what we are communicating and when to agree whether it is useful.</i></p> <p>Action: AC to organise a meeting with CR</p> <p><i>AC noted that the local authority takes a lot more control in terms of phase transfers but schools have more control around annual reviews so it might be an idea to carry out a mapping exercise to see how this could be better. AC suggested a working group with parents and schools.</i></p> <p>Action: Working party to be established within the work of Workstream 5, Assessment and Planning</p>	<p>AC</p>
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CS added that it would help therapists if they were provided with dates of annual reviews at the beginning of term. Often they don't know until a week before it happens. There is variability between schools in terms of notification but it would be very helpful. Special schools do this.

MT confirmed a feeling of a void in the process and feels it could be eased by good communication from the coordinator to the parent.

PF noted that we haven't fully taken on board what the role of schools is in terms of keeping in touch with parents. PF asked if SENCOs are fully aware of the strict deadlines and whether schools could be reminded that holding annual reviews at the end of term is inevitably going to cause delays. Primary SENCOs are often part time and this is obviously impacting. AC noted there has been training for schools to help them understand the process. PF commented on annual reviews looking at primary school children too early, noting that it is important to have the vision of the whole child. CR responded that parents don't understand why they are being asked to consider so early so we need to communicate that to them.

AH noted that it is incredibly useful to have advance warning of what is happening so you can prepare yourself. Parents need to understand exactly what is going to happen and when it should be happening and how they can help it to happen.

KD advised that she would be interested in being part of a focus group but knows there is extensive information on schools that communicate the annual review process well and wondered if there is an opportunity to share good practice and exemplars so there is some clear guidance for everyone involved in the annual review. AC responded that we can pull the information together but also made a plea for schools to work together and take a lead on taking this forward.

ID noted there appears to be six things we need to do differently or better:

	<ul style="list-style-type: none"> • <i>Working with schools to revise early timelines</i> • <i>Mapping annual reviews in schools to facilitate early planning / scheduling</i> • <i>Support advice givers in terms of scheduling</i> • <i>Parental information and information for young people which is easy to understand</i> • <i>Information being shared by coordinators with parents and young people to understand where they are in the process</i> • <i>Defining and agreeing significant change – we need to do this with the PCF</i> • <p><i>ID also highlighted the importance of holistic outcomes within the annual review agenda and AC noted holistic outcomes is a much broader issue and is a much bigger piece of work that we need to take across the partnership. This will need to be a separate issue.</i></p> <p><i>ID noted there are some improvements but there is still a journey to go.</i></p>	
4.	<p><i>Other updates</i></p> <p><i>Key service updates</i></p> <p><i>JH advised there is a new SEND nurse in HRCH who will be focusing on EHCPs and improving within the team. Her name is Nicola Bradshaw, she is only two days a week but she will be getting out to meet partners. She is a nurse but also has a background in teaching.</i></p> <p><i>SS promoted an update on the inclusion charter and toolkit which the working group established in response to increased need to provide a common language and guidance document. They have been</i></p>	

out to Head teachers and the document has gone live on the SENCO zone for schools. It helps to identify need, how to teach and support outside the classroom and also supports professional development of staff. Each school will use this differently depending on priorities but it is hoped it will grow and have a positive impact. Initial feedback has been positive. SS advised we are not making it fully public as it is more for teachers but is happy to share if anyone would like to see.

Action: Anyone to contact SS if they would like to see the charter and toolkit

CR noted an event taking place on 13 March 10am York House event. One of the intended outcomes is they are hoping to establish a working group of parents to look at main areas on the WSOA on an ongoing basis.

Terms of reference update

AW noted the Terms of Reference have been updated. The main changes are the membership list and some of the wording relating to the responsibilities of the board. AW asked everyone to review the updated ToR and provide any feedback.

Action: all to let AW know of any views or changes to the Terms of Reference.

Forward plan

March - children with SEND not in school and alternative provision governance and data recording

May - progress with WSOA

Richmond SEND Partnership Board will next meet on: 27 March 2023 9.30am

NB. Electronic invites have been sent.

