

## **Richmond SEND Parent Panel**

Twickenham Training Centre , Twickenham

Date: Monday 24<sup>th</sup> June 6:30pm – 8pm and Tuesday 2<sup>nd</sup> July 10am – 12pm

### **Present:**

#### **Monday 24<sup>th</sup>**

**Ana Daruwalla (parent), Ann- Valancha O Brown (parent), Ashley Whittaker, SEND Programme Director, Charis Penfold, Director for Education Service, Churchill Hagan (parent), Doreen Redwood, Children’s Senior Health Commissioning Manager, Karen Lowry, AfCinfo/SEND Local Offer Website Manager, Katy Stannett (parent), Kristina Dale (parent), Oksana Clancy (parent), Romany Wood – Robinson (parent), Suzy Rowland (parent).**

#### **Tuesday 2<sup>nd</sup> July**

**Ana Daruwalla (parent), Ashley Whittaker, SEND Programme Director, Dave Leeman (parent), Ellen Purton (parent) James Thomas, Director of Children’s Services, Karen Lowry, AfCinfo/SEND Local Offer Website Manager, Kristina Dale (parent), Minta Townsend (parent).**

<b>Heading</b>	<b>Main points</b>
Introductions and welcome	Welcome to three parents attending panels for the first time.
Updates: SEND Partnership Board	<p>Romany (RWR) and Dave (DL) gave individual updates from SEND Partnership Board at both meetings:</p> <p>RWR suggested that minutes form the board should be more widely circulated, available on the Local Offer and Knowledge Hub.</p> <p>Both RWR and DL found the board meetings interesting, positive and open and felt that parent voice had a fair share in the meeting. Both encouraged other parent panel members to consider attending on behalf of the PP.</p>

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About 25 people on the board and format of the meeting was a question or topic, then working in small groups with each group feeding back. It was agreed that the minutes of the SEND Partnership Board should be shared on the Local Offer.

Both RWR and DL had been asked by AfC to feedback on draft SEND Futures. Separately, they gave similar feedback about accessibility and suitability for purpose. Both challenged AfC to match actions with words and as a result the publication of the survey was delayed to incorporate feedback and make suggested changes from parents.

Panel members were reminded of the importance of filling out the survey and encouraging others. Face to face sessions were being held but there was limited capacity to roll this out wider to groups as suggested.

Also, James Thomas (JT) had asked for feedback on his formal communication both DL and RWR had independently offered similar feedback and queries. As a result JT acknowledged that clearer communication was needed. There was wider discussion about how AfC communicates directly with parents. AW and JT explained the challenges and the work that was being done to improve and coordinate this more efficiently.

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Updates:  
Parent Carer Forum

KL gave an update on behalf of Joel Hartfield:

A group of 5 parents had emerged who are keen to be part of a PCF.

There was an agreement that the PCF would adopt an umbrella model. This means that an existing voluntary group might take on the administrative tasks on behalf of the Forum. This was being looked into by Contact (the national organisation leading the process).

Some progress had been made on drafting a constitution and the group hoped to agree this at a meeting on 11 July.

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Parents on Forum were open to building links and/or merging with Parent Panel and some were already on both groups.

Although a slow process there was optimism that there was a group of parents with the right skills to be successful. Minta Townsend (MT) confirmed that she had attended forum meetings and felt a positive start had been made and that the forum was ready to move on to the next stage.

Following discussion however, showed that there was still confusion and uncertainty over the role and relationship between the panel and forum:

- How will the PP and PCF work together?
- How will PP and PCF work feed into SEND Partnership Board?
- Was there wide enough representation and diversity across need, age of child, parent experience ( single parents) and ethnicity?

Parents felt there was huge value in the PP which enabled a wider group of parents to have direct contact with senior representatives and relevant services.

JT said that the PP provided a representation of all need although it would be good to do a check to ensure that this was still the case. KL would do this, contact parents who were on the panel but had not yet engaged and consider approaching groups if new parents were needed. If full representation was achieved then the group agreed that membership should be closed.

Ana Daruwalla (AD) suggested that community groups could be invited to be more involved. JT advised that there was an established forum for this already.

JT said that this was a formative year for the Panel, Forum and SEND Partnership board and that any duplication might give way towards a way of the groups working that would complement each other.

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Future focus and structure of Panel:

11 parents had voted on the options suggested by the group for a way of focussing future work. The following theme was marginally the most popular:

For each stage (early years, primary, secondary and 16-25), consider: Assessment and Pathways; Quality of services; and Integration and Communication.

The parents attending the Monday evening meeting felt that it was important to adopt a theme and begin focussed work with a proposal that this focus be agreed by the full panel with a plan to start work at the next meeting in September. Ashley Whittaker suggested considering each area so, Assessment and Pathways, across all stages might be the most effective way to start.

At the second meeting though, DL voiced concern that more work was needed for the group to understand its role as a conduit for the wider parent voice, be aware of its political capital, and potential to drive a process to achieve a maximum impact. For example more thought was needed as to how the panel could align and feed into the SEND Partnership Board, should meeting dates be coordinated with advance notice of agendas?

Parents had a lot to give but were time limited. Clear guidance on rules of engagement were needed. It was clear that there were lots more parent and family voices outside of the panel and forum that needed to be captured. The panel need to keep focused and not use as an opportunity to vent about personal experience. Individual roles and responsibilities within the group needed to be agreed with defined descriptions.

There remains a lack of agreement on forward plan of the panel but it was suggested that DL could consider developing Terms of Reference and roles descriptions.

At the Monday meeting AD and KD volunteered to be lead facilitators for the Panel and others are also invited to express an interest to make sure that leadership is representative.

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At the second meeting the parents asked if KL could continue to support the group whilst it was forming in terms of room bookings and minute writing. It would be helpful for a relevant professional to be invited to meetings to answer questions and explain and clarify existing processes. Anna Chiva, Assistant Director of SEND was suggested for the first of the focussed meetings.

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#### Co production

Charis Penfold (CP) outlined co production opportunities and parents came forward to take part as follows:

Therapies: Oksana, Suzy and Ana D  
16 – 25 pathways: Anne Valanche, Katy, Churchill  
Annual Reviews: Katy, Ana D, Dave  
Special Schools: Churchill, Suzy and Kristina  
Autism Strategy: Dave

\* Please let Karen know if this is not correct or if you wish to add your name.

Doreen Redwood (DR) told the group that she would be inviting parents to contribute to the review of the Health information on the Local Offer. RWR had been involved in Richmond CAMHS Transformation and DR invited a parent to continue this work as RWR would no longer be involved. KD agreed to go to the next meeting on 10<sup>th</sup> July with RWR.

It was agreed that representation on the SEND Partnership Board be on a 6 month rotation basis and RWR and DL offered to mentor any parents who would like to attend. Oksana Clancy (OC) offered to attend the next meeting with RWR and DL.

The group suggested asking all panel members for permission to share email addresses to enable easier communication between parents.

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#### Next meeting

Parents attending felt that it would be helpful to continue meeting on Monday evenings for the immediate future as that seemed to suit the largest number of parents. The group would discuss amongst themselves if this needed to be reviewed and would

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consider how to make sure that all parents could contribute effectively. The next meeting would be on Monday 9<sup>th</sup> September 6:30pm – 8pm. KL to book a room at Twickenham Training Centre.

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