

Summary of actions from April 2019 Richmond SEND Parent Panel meeting in lieu of formal notes.

I have now returned from annual leave and have reviewed where we were following the last meeting. Firstly, apologies for not sending round a note of discussions but there simply wasn't time for me to do that before I went off. However, those of you that attended the meeting will remember that much of the discussion focused on how, as a panel, you would structure your forward plan. Several options were proposed and we agreed to offer a survey where people could vote on their preferred plan.

11 of you voted and the result was as follows:

<b>6. The panel discussed some options for the panel to focus on in future meetings. Several options were suggested but none agreed by consensus at the meeting. It was agreed that the panel should vote and agree to work according to the most popular focus. The options are set out below. Please rate them with one (1) being the focus you would most like to see the panel adopt and five (5) being your least popular choice.</b>		
Item	Total Score <sup>1</sup>	Overall Rank
For each stage (early years, primary, secondary and 16-25), consider: Assessment and Pathways; Quality of services; and Integration and Communication.	31	1
Focus on three themes: Professionals' knowledge and awareness; service design and pathways; and signposting, advice and support. Apply each of these themes to education services; health services; social care services; and the wider community.	28	2
At each meeting, focus on a single condition or diagnosis (e.g. ASD at one meeting, SEMH at another, etc)	28	3
The 5 workstreams of the SEND Partnership Board: Co-production, engagement and participation; Joint commissioning; Local provision; Early Intervention and Transitions; Assessment and Planning.	23	4
<sup>1</sup> Score is a weighted calculation. Items ranked first are valued higher than the following ranks, the score is a sum of all weighted rank counts.	answered	11
	skipped	0

We did offer a telephone conference call to discuss the results which could still be arranged if needed. Otherwise the panel could agree to accept the most popular choice at the next meeting (s) which are booked for: Monday 24th June - 6.30 pm - 8.30 pm and Tuesday 2 July 10am - 12pm. At your request we have added a daytime option. You will receive a calendar invite to both but please only accept the one you will attend.

We thought it helpful to set out some thoughts about the Panel ahead of the next meeting, so that you have a chance to think about these before we next meet and you can then take decisions:

\* Agreeing on roles and responsibilities - we discussed this and the desire for the group to start to take on more responsibility but needing to share this amongst you. So this is just a suggestion of the different roles and how you might share them out:

- Panel facilitation - suggestion that two of you take responsibility for the panel meetings, agreeing agendas in advance and managing the meetings themselves, negotiating the support you need from us;
- Representatives to the SEND Partnership Board (meets daytime every two months)
- option of two reps for 6 months at a time; or rolling arrangement whereby you all take turns, committing to two consecutive meetings;
- Volunteers for co-production work - following will be happening in the year ahead:
  - + Therapies
  - + Autism Strategy
  - + New Free Schools
  - + 16-25 pathways
  - + Annual Review process

\* Open or closed group - we had some previous discussion and I think the consensus was to close membership of the group once established so that you can build up trust and confidence with each other and start to gain momentum in addressing your priority issues. So we would suggest that following the next meeting, that you don't then add any new members - maybe for 6 months and then review.

I am aware that not everyone has signed up to the Knowledge Hub. Please contact me if you need assistance with this