

## **SEND Steering Board Meeting**

**16 November 2017, Town Hall, Maidenhead**

### Attendees

Chair – Kevin McDaniel, Director of Children’s Services  
Cllr N Airey – Lead Member for Children’s Services RBWM  
Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM  
Sarah Bellars – Director of Nursing and Quality, Clinical Commissioning Group  
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group  
Liz Kelsall/Lisa Vickers – PaCIP  
Nick Stevens – Headteacher, Riverside Primary School and Nursery  
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)  
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)

### Apologies

Karen Cridland – Director of Children’s Service, BHFT  
Louise Kerfoot – Learning Disability Service Manager (Optalis)

### Minutes

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### **Welcome**

Kevin McDaniel welcomed and requested attendees to introduce themselves in turn.

### **Purpose of Board**

KMcD stated the purpose of the meeting which was to collectively agree on:

1. The scope of the Steering Board and the Terms of Reference (TOR)
2. The Written Statement of Action (WSOA) and how to monitor progress and impact

### **Shared vision and sign-off**

KMcD referred to the TOR circulated prior to the meeting. He explained that following the SEND inspection the local area is required to submit by 24<sup>th</sup> November 2017 a WSOA to Ofsted with the authorisation of the Local Authority and Health.

SB will seek sign off from the Executive Director of CCG.

The WSOA sets out our commitment to address the eight areas of action set out in the inspection letter. The associated action plan details how we will deliver against each area.

The WSOA is approved by Ofsted but it is the Department for Education (DfE) that monitors our progress. Quarterly meetings will be held with Steve Huggett our adviser from the DfE for the next year. It is anticipated that the last meeting will be in December 2018.

With the above in mind we need to agree on how often the Steering Board should meet and what to do if actions do not progress. It was agreed that should this be a risk Steering Board members would go back to their respective organisations/networks to make the necessary changes to ensure progress of the action plan.

NS said he was comfortable to represent the Primary phase but not the Secondary phase. Following discussion it was agreed that KMcD would write to the Chair of BASH, Tania White – Head of Furze Platt Senior School to secure a representative.

DV said Louise Kerfoot could represent adult needs and therefore we did not need a FE representative.

Following discussion on the operation of the board the following was agreed:

#### Membership

Chair– Sarah Bellars, Director of Nursing and Quality, Clinical Commissioning Group

Vice Chair – Liz Kelsall, PaCIP

Cllr Airey – Lead Member for Children’s Services RBWM

Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM

Kevin McDaniel, Director of Children’s Services

Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group

Karen Cridland – Director of Children’s Service, BHFT

Lisa Vickers – PaCIP

Nick Stevens – Headteacher, Riverside Primary School and Nursery

Louise Kerfoot – Learning Disability Service Manager (Optalis)

Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)

Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)

Invite a member of the Comms Team

Venue for meetings – Town Hall

#### Operation

- Provide and receive relevant updates in relation to WSOA.
- Monitor overall progress of WSAO.
- Oversee the SEND Strategy Work Group.
- Ensure acceleration of action plan by working with respective organisations.
- Ensure full implementation of the action plan.
- Ensure timely delivery of action plan to keep on track with deadline.
- Ensure sustainability of action plan and that it is embedded in practice.

## Governance

- Hold meetings every six weeks with more meetings at beginning of the process. Two meetings to take place before end of January 2018.
- Next meeting to take place in December 2017.
- Chair's report to go on Local Offer and to PaCip to disseminate to parents.
- Steering group is time limited to the life of the WOSA.
- Named representatives to attend in event of apologies.
- Meeting papers to be circulated one week before date of meeting.
- Diary invitations to be sent for meetings.
- Minute taker.

## **Written Statement of Action**

DV referred to the WSOA that was circulated prior to the meeting and said the task today was to ensure the WSOA was fit to be submitted to Ofsted. The current version incorporates suggestions from Steve Huggett (SH) on how it was written. It sets out the vision and the principle with eight themes to address areas highlighted in the inspection letter. KMCD added that the format of the WSOA will provide evidence and progress of the impact of our actions rather than just listing them.

SH had suggested we should have a key lead person for each action to ensure accountability but the leads will engage with many of the work streams.

The Governance Structure was agreed and finalised as per the attached version that was submitted. The Steering Board would do exceptional reporting to the Health and Wellbeing Board (HWB) which is chaired Cllr Coppinger who agreed to arrange an additional meeting for this.

AC suggested including a key and a glossary including a clear explanation of co-production.

The number of amendments to WSOA were noted and agreed and will be updated, in particular to add reference to our commitment to our children in care.

KMCD said he would arrange for the amendments to be incorporated before sending it to Ofsted.

## **Date of Next Meeting**

Tuesday 19<sup>th</sup> December 2017 at 10 am -12 noon.

## Actions

1. *SB to follow up on sign-off from Health.*
2. *KMCD to write to Chair of BASH, Tania White – Head of Furze Platt Senior School.*
3. *Cllr. Coppinger to ask the HWB to have an additional meeting.*
4. *DV to arrange rep from the Comms Team to the Steering Board.*
5. *KMCD to arrange amendments to be incorporated before sending WSOA to Ofsted.*