

**SEND Steering Board Meeting**  
**17 July 2018, 12 – 2pm**  
**The May Room, First Floor, Town Hall, Maidenhead.**

**Present:**

Sarah Bellars (Chair) – Director of Nursing and Quality, Clinical Commissioning Group  
Liz Kelsall (Vice-Chair) – Chair of PaCiP  
Kevin McDaniel - Director of Children’s Services  
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)  
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)  
Chris Tomes – Head Teacher, Churchmead School  
Cllr N. Airey – Lead Member for Children’s Services RBWM  
Lisa Vickers – Events Coordinator, PaCiP  
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group  
Janette Fullwood – Head of CYP&F Clinical Commissioning Group

**Apologies:**

Joolz Scarlett – Head Teacher, Manor Green School  
Karen Cridland – Director of Children’s Service, BHFT  
Jennifer Humphreys – Communications and Marketing Officer, RBWM  
Louise Kerfoot – Learning Disability Service Manager (Optalis)  
Nick Stevens – Head Teacher, Riverside Primary School and Nursery

**Minutes:**

Hannah Golec - Business Support Team Leader for CYPDS, Early Help and Education

## Minutes

### 1. Welcome and Apologies

The Chair asked that members of the Steering Board send a representative if they are unable to attend the meeting.

### 2. Minutes of last meeting, actions and matters arising

The minutes from the previous meeting held on 19 June 2018 were approved, with one correction: it was agreed that JF would share the findings from the provision gap survey with Future in Mind and not the Joint Commissioning Board, as reported in the minutes.

DH reported that until there is a multiagency dataset for each Steering group, then it is challenging to discuss data at the East Berkshire SEND meeting. JF noted that in the first instance it needs to be agreed what data can and cannot be shared before we can progress.

### 3. Feedback from Q3 DfE Monitoring Meeting

KMcD updated the Board that the Q3 monitoring meeting with Charlie Palmer (CP), who replaced Steve

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Huggett took place two weeks ago on 27 June 2018. There was no representation from NHS England and CP had no input or questions from NHS England ahead of the meeting. A lot of the discussion was around the positive progress which has been made on the WSOA. KMcD noted that only one WSOA has been signed off after twelve months, which the DfE recognises. CP is preparing a report for the minister on the progress made and although he can provide an indication of what his report includes, CP cannot share his report with us. CP will offer advice and recommendations to the minister, who will then provide a letter to us which we are expecting mid August.

KMcD reported that there was a discussion on what is the best way going forward and it was determined that CP would be invited on a six monthly basis. There were conversations held around what is the impact for families, and it was suggested that in lieu of responding to Ofsted's WSOA, we could instead hold a workshop to establish our priorities. KMcD stated that CP was clear about the fact there is now a sense of good leadership going on. We are starting to connect into respective audiences, relationships with parent representatives and schools are growing, but the question is when will we see the difference for families?

LK reported that CP was willing to listen to the comments that the WSOA is becoming more of a hindrance to progress, and that the actions are not achieving the outcomes that we hoped for or expected. We as a group want to start refocusing on what it is we want to achieve and it was helpful that CP allowed us the opportunity to drive the meeting.

SB noted that CP can see we are currently working together properly to improve things, and LK noted equally we showed that we are challenging each other so it is not always harmonious.

DH suggested we hold a workshop after the summer break to establish our priorities. Although CP gave the go ahead to carry on, keep the momentum and plan a workshop, DH clarified we are still required to finish the action plan. KMcD suggested we may want to incorporate the workshop into the SEND strategy. SB asked the workstream leads to consider their areas to determine what we are trying to achieve and what needs to happen next. The Steering Board agreed for the workshop to be held at the beginning of October and SB asked for volunteers for the workshop planning group. DH, NS, LK and AC volunteered on behalf of health, schools, parents and carers, and the local authority respectively.

JF also noted that there are no more working groups scheduled, which JF considered to be a risk. The Steering Board agreed that the working groups should continue and will be scheduled until December 2018.

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#### **4. Updates from the Working Group:**

##### **I. Summary Report**

JF reported that no actions are red rated but there are several ambers rated actions (17 out of 110). DV reported that a suite of actions which are key and rated amber are concerning data, which was discussed extensively at the working group. Whilst there is work around data for the Inclusion Summit's Annual Trend Report, DV stated that the need for data and analysis is substantial. DV noted that both health and the LA need to come together with their respective data staff to capture all the data sources we currently have, what it is and what it tells us. DV clarified that professional support and input is needed for these actions to be achieved. DV agreed to schedule a meeting for September 2018 and asked LK or a parent representative to attend.

LK noted concern that we will produce data reports based on information that is readily and easily available rather than considering who are audience is and being driven by what people want to know

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instead of what information can easily be provided. AC noted data should be used to inform future planning and SB agreed it should be an indication on how we are doing and where we are going.

KMcD asked what the output of the meeting would be. JF suggested it is to produce certain data for certain audiences; this Board and the public. KM noted that the action plan states who are audience are, but we need to determine what information sets we are going to produce for our audiences and how we are going to do it. LV stated that we use the same data, but the level of detail is drilled down for the different audiences. SB asked the Board whether fundamentally, do we want something different for each of the audiences? CT noted that the level of scrutiny is different and suggested a dashboard is a good approach as is it easy to understand. AC stated that a dashboard works by pulling data from a data set, which is what we do not yet have.

KMcD stated we need data to design and shape our services, and we need to see impact. Data needs to be what underpins our “so what for the future?”. We need to know what to track, monitor and report on in various forum, and that is what the Board need to see post September. Ahead of the data meeting in September we need to clearly establish and communicate what we want to know. For example, we would want to state the number of children on an EHC Plan, x are in an out of borough placement and x are placed in RBWM schools. We should be able to identify which service contributes to what. SB noted that data needs to cover some of each workstream area, but also to consider that the more data available, the less the data is looked at, so we need to prioritise. SB is conscious that LK, LV and schools are away in August, therefore the October workshop is key. DV noted data will be a substantive item for the August working group.

DV also noted that the new blue rated actions were highlighted on the Summary report, with 21 new blue rated actions from June - July 2018. There is now a total of 47 blue actions out of a total of 110.

**ACTION:**

- **DV to schedule a meeting in September 2018 re. data**

**II. Workstream 1: SEND Strategy and Data (Lead: Debbie Verity)**

DV provided an update on WS 1, and reported that the working group had a detailed discussion around the Implementation Plan. The mental health and wellbeing section on the WSOA is causing some problems. Input from Health is needed on Priority 1 and JF has agreed to populate the activities for this Priority. DV is confident that the Implementation Plan can be published once Priority 1 is populated. JF noted that the activities will be kept at a high level for Priority 1 and that no specific actions will be detailed. Instead the priority will be linked to activities that are already happening. JF noted that she needs to liaise with KMCD as other activities going on in RBWM will be referenced, such as the Developing Well Board. KMCD reported that the Implementation Plan will be the plan that we continue to work to once the WSOA has been completed.

Dv reported that the Implementation Plan aims to be published by 1 September 2018, before the school term starts again.

**III. Workstream 2: Inclusion (Lead: Alison Crossick)**

The Steering Board viewed the two Inclusion Charter videos produced by St Mary’s Datchet CofE Primary Academy and Churchmead School. The Board praised these videos as being fantastic and heartwarming, and gave a special thanks to the schools and their pupils for producing the videos. AC reported that these videos will be circulated to all RBWM schools and will be a resource for the schools to use. They will be presented at school assemblies. Cllr NA suggested the videos are uploaded onto the RBWM twitter and

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presented at the corporate parenting workshop on 27 July 2018. JF noted that she would like to show Slough and Bracknell Steering Boards, though AC stated we may need parental permission for this. DH also suggested the videos are presented to the East Berkshire SEND meeting.

AC asked the Board whether a small contribution could be made to the schools from the Better Care Fund as a 'thank you' for producing the videos, though SB stated that unfortunately it will not be possible to do this.

#### **IV. Workstream 3: Processes (Lead: Helen Cross)**

DV updated the Board on WS 3 on behalf of HC. DV reported that with regards to action 2.3 b ii this action has progressed. The interviews for an annual review coordinator were held on Monday 16 July 2018 and an offer has been made to a candidate. The post holder will be responsible for ensuring that the LA keep on top of annual reviews and that plans are updated in a timely way. The process will soon be embedded.

DV also reported that with regards to action 4.2 d the survey for new EHC Plans in June or July are going to be trialled. The survey has been co produced. KMCD asked how many surveys have been completed so far but DV reported this process has only just started and feedback has been collated verbally prior to this. AC suggested we contact families who have recently had their new EHC Plan to whom we can ask the questions over the phone and then we tick the boxes. KMCD agreed this was a good idea and that it can be used as a baseline.

#### **ACTION:**

- **Local Authority to start collating feedback on new EHC Plans**

#### **V. Workstream 4: Schools (Leads: Joolz Scarlett and Clive Haines)**

NS updated the Board on WS 4 on behalf of JS. The matrix is being updated alongside the graduated response and will published once completed. NS noted that the matrix is about funding flow and there is not enough funding to satisfy everybody, so it will never be right for everyone although all have been given the opportunity to contribute. This piece of work started on 06 June and is ongoing. A meeting was scheduled for the week commencing 09 July but was cancelled, and the focus is now moving the action from amber to green. AC asked whether it would be helpful for an Educational Psychologist to sit on the T&F group for the matrix, and NS agreed. NS reported that the practice model for the graduated approach was well received.

NS reported on the training available on Leadership update, and that AC has been leading on the SENCo clusters which is a complimentary piece of work. AC noted that a training programme for the SENCos needs to be put in place for next year, with planned dates for the whole year. KMCD stated that from September we will have the capacity to lead that network.

NS noted that the survey monkey information has been collated with regards to ranking and identifying the provision gap. There is a meeting on Wednesday 18 July 2018 to review the data and map the provision needs in area, based on the perceptions of the schools and what they consider their greatest need to be. Training for schools will also be made available to match the training required.

#### **ACTION:**

- **Educational Psychologist to be included on the matrix T&F group**
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## **VI. BHFT**

There was no representative to provide an update on behalf of KC.

LK stated the working group discussed the additional 50 assessments for children on the autism pathway waiting list and requested the information relating to the number of RBWM families this would positively impact. SB reported that the resource is in progress but not yet consumed. A needs based approach already exists, so this was specifically about those who have waited the longest. SB noted Hampshire are doing interesting things around that pathway, which we may want to look at. LK appreciates that this approach is specifically for the longest wait, but we need to identify the impact in our local area. NS asked whether there have been 50+ new referrals since the agreement to fund an additional 50 assessments, to which there has been.

AC stated that in reference to action 6.1 there still is not a single point of access. SB agreed to take this forward.

With reference to action 3.2, AC asked what the dashboard is showing, and note that it would be useful to share with the LA. SB noted that the local offer should surely show what services we are commissioning. JF stated that the data collated is only one piece of the puzzle so far. The CCG are commissioning BHFT to do the work, but BHFT need to share the data.

### **ACTION:**

- **SB to explore the single point of access**

## **VII. CCG**

JF reported that she will write an executive summary of the audit for publication on the Local Offer. JF will send to HG to circulate. Links have been made with the Council for Disabled Children with regards to a new project funded by the DfE, aimed to help evaluate and develop strategic and individual participation of disabled children and young people and those with SEN in the area. JF reported that they would like to do something across East Berkshire as it will go further, but needs to link in with Parent Carer Forums to ask the best way to use the resource. JF agreed to plan a meeting with AC and other relevant parties to discuss further.

### **ACTION:**

- **JF to send executive summary to HG to circulate.**

## **VIII. PaCiP - including PaCiP's "Feedback" Feedback**

LK reported they now have attendees for their multi agency T&F group, with a meeting date scheduled for September 2018. PaCiP are on track to complete actions 7.1 by November 2018. LK noted catch up training for CYPDS has been discussed and DV and LK have agreed what to do to take this forward. LK reported that some actions have progressed from green to blue, mainly around the Inclusion Summit. Planning for next year has started and the event is to be fully co produced. LK noted that the annual report has not yet been uploaded onto the local offer, and will liaise with Suki Hayes.

For general PaCiP updates, LK reported that the wider PaCiP committee could be up to nine individuals, but currently there are only four. There are training sessions planned for September and LK would encourage other parents to become more involved which would help spread the workload. PaCiP's committee members all identified managing the workload as a threat on their SWOT analysis, so it is

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important for PaCiP to fill some of these committee vacancies in the new academic year. LK also noted that the committee members will be moving to @pacip.org email addresses in September 2018 to better manage their work.

LK reported that there was a set target to have 120 members by the end of the WSOA. LK was pleased to announce that this target was hit on 01 July 2018. However there are three key areas to address in terms of memberships: ethnic diversity of membership compared to the local area, increase the number of early years parents and carers who are currently under represented, and mainstream vs special schools as the split is not reflective of the local area. LV noted that the four current committee members are very different in their backgrounds and bring different things to the forum, but the SWOT analysis was very unified and in sync. However the committee members are all white British middle class which is an issue and not representative.

LK reported that there has been spikes in Facebook activity and there has been significant requests for information about the Preparing For Adulthood (PFA) event, which highlights how big a topic it is for parents and carers. DV noted that she attended a service improvement plan meeting that morning and a number of priorities are around PFA.

LK reported that one weakness for PaCiP is around IT and social media. JF suggested PaCiP sign up to a Twitter account and link it to their Facebook page. SB suggested JF and DH talk to their communications team to organise some help and advice for PaCiP. LK reported there is a plethora of people that follow PaCiP's open page and so PaCiP's members are reluctant to post things on this page. Instead there is a closed page which is for online discussions. LK stated there are three administrators for this page. If an issue is raised here (eg. transport issues), then a poll will be conducted to ask all the parent representatives for their thoughts. The outcomes of the poll will determine whether or not PaCiP, as a committee, decide to pursue the issue. LV also noted that if there are comments posted about people these are dealt with individually and PaCiP help to reach a resolution between the individuals.

LK also reported on PaCiP's "Feedback" Feedback. 40 parents and carers were present and all were asked to answer the first question "What is your preferred way to give feedback and why?". 38% said via an online questionnaire which was the highest percentage of responses. All other questions invited responses via post-it notes. AC stated that LK shared this report with the working group on 11 July and based on this report the original questionnaire that was put together was changed. LK noted she will inform the parent carers that the report was taken to the Steering Board and comment on what the LA has changed as a result of the feedback.

#### **ACTIONS:**

- **LK to liaise with Suki Hayes to upload PaCiP's Annual Report onto the Local Offer**
- **JF and DH to discuss IT and social media support and advice with their comms team for PaCiP**

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## **5. AOB**

The Chair and the Steering Board gave a special thanks to DV for the work she has undertaken since Ofsted came in just over a year ago and the relationships that DV has built with all individuals during this process. DV noted that on a personal level she did not quite finish the work she intended to, but reported that AC will be taking over responsibility of this.

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## **6. Date of next meeting**

Tuesday 14 August 2018, 12 - 2 pm. Ascot/Bray Room, Ground Floor, Town Hall, Maidenhead.

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