

SEND Steering Board

Tuesday 19 March 2019, 12.00 - 2.00 pm
Desborough Suite, Ground Floor, Town Hall

Present:

Kevin McDaniel (Interim Chair) - Director of Children's Services
Liz Kelsall (Vice-Chair) – Chair of PaCiP
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Chris Tomes – Head Teacher, Churchmead School
Nick Stevens – Head Teacher, Riverside Primary School and Nursery
Alison Crossick – Associate Director for Inclusion (Interim)

Apologies:

Sarah Bellars (Chair) – Director of Nursing and Quality, Clinical Commissioning Group
Joolz Scarlett – Head Teacher, Manor Green School
Karen Cridland – Director of Children's Service, BHFT
Cllr N. Airey – Lead Member for Children's Services RBWM
Jennifer Humphreys – Communications and Marketing Officer, RBWM
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Janette Fullwood – Head of CYP&F Clinical Commissioning Group

Minutes

1. Welcome and apologies

Helen Hannam was due to attend as a representative for Joolz Scarlett, but unfortunately had to send her apologies.

This meeting would have been chaired by Liz Kelsall as Vice-Chair. Liz Kelsall asked the Steering Board if this meeting could be chaired by Kevin McDaniel as Liz Kelsall is currently the only PaCiP representative. The Board members agreed.

2. Minutes of last meeting, actions and matters arising

The actions from the SEND Steering Board meeting on Monday 28 January 2019 were reviewed:

- Document on the WSoA actions that will be carried forward to next years action plan - complete.
 - Feedback document of the four priorities to be created and circulated to schools, PaCiP, Health and AfC colleagues - complete.
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- Ensure all Health links updated on the Local Offer - complete
There is a direct link to the BHFT website on the Local Offer and KC has asked for the BHFT contact list to be removed. The Local Offers across the three Local Authorities will therefore have the same information. The BHFT website does not have individual names, but a common point of entry. How to contact BHFT needs to be clearer on the Local Offer, and BHFT may need to outline their services - Hannah Golec will liaise with Karen Cridland.
 - Progress headlines of action 4.1b to be updated - complete.
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3. Feedback from Rochdale CQC/ Ofsted first 'Re-visit'

Rochdale were the first Local Authority to have their Ofsted 're-visit' but there has since been quite a few more.

Alison Crossick stated we need to be properly prepared before we receive the phone call, otherwise we will only have two weeks. A presentation will be put together as well as data collated which links to the eight themes identified by Ofsted in their initial inspection.

Liz Kelsall had circulated to the Steering Board the questionnaire sent to parents and carers from the Surrey inspection. Liz Kelsall expressed that we need to send a message to the people that fill in this questionnaire, and to explain not to answer "no" to questions where they do not know, and not to guess. Liz Kelsall was willing to give that message as part of PaCiP. It needs to be filled in accurately. At PaCiP's AGM, attendees were asked about the eight themes on the WSoA which can be collated as evidence too. It was suggested that it may be worth inviting them to a session. For those who are interested enough to fill in the form, it will be to understand the questions that are being asked. As the questionnaire is just sent to families, individual experience will be very different.

Either we have our own alternative version of the questionnaire, and demonstrate that we are collecting feedback from various different activities; or we could talk to interested parents and we provide them with the data that reflects those questions, so it is not from an individual perspective.

Nick Stevens noted there was an issue with the Rochdale letter to parents. Ofsted send a template which we may need to rewrite. The letter needs to be ready to be sent as soon as possible after notification of revisit. All head teachers need to commit to sending out the letter to parents as soon as they receive it from AfC.

Alison Crossick explained an assistant psychologist is working with the Area SENCo in six schools: four primary schools, one secondary school and Manor Green School. They are conducting focus groups to gather the views of children and young people around inclusion. They asked for a range of pupils with different levels of SEN. As Ofsted would like to speak to a group of children, we are hoping that this is a group we can use.

Debbie Hartrick noted there are different cases for AfC and for Health; Ofsted track specific cases. It would be helpful to have the notes ready.

As Ofsted's focus will be on the WSOA, Alison Crossick has started taking each of the themes to plan out an overview of each one. Each theme needs to have evidence behind

it. They will not want to know what we have done, but are interested to know the outcomes. Nick Stevens suggested each theme is accompanied with an impact statement (eg. Theme X, impacts is... because 99% of EHCPs are within timescales because x, y, z are working together more effectively". Alison Crossick will amend each theme to follow 'implementation', 'impact' and 'next steps'. This will sit with the new implementation plan.

ACTION - Alison Crossick to put together a headline powerpoint.

4. EHCP Training Event Feedback and EHCP planning for next audit

Two multi-agency deep-dive audits have been conducted by East Berkshire; West Berkshire have completed three audits. As a result of learning the themes are similar locally and at a national level. £1,500 was contributed towards learning event. A Berkshire wide, co-produced training event was held on the 25th of February at The Coppid Beech Hotel, who agreed to hold the conference for £1,500 instead of £4,000. There were two tables per local authority, with health, schools, LA, and parent carer forum representatives on each table. An evaluation report will be put together, and hopefully there will be a call to action based on what the attendees have said. Debbie Hartrick noted that the most important speaker was Connor, a young person who is subject to an Education, Health and Care Plan. He gave a really positive account, and was an inspirational speaker. All attendees received a CPD training certificate for four hours of training.

There is planning for the next audit, which is taking place the first week of May and will focus on transition. The audits are running quite well and there is learning as the audits progress. At the last Steering Board meeting there was an audit report from the second audit, which is a really good outcome measure. The audit planning is a direct result of the SEND inspection here, but West Berkshire has learnt a lot from it too.

Chris Tomes noted one of the outcomes is also networking and multi-agency work. Alison Crossick found one of the most useful things at the training event was networking. Liz Kelsall expressed that the table plan felt unbalanced, with one PaCiP representative, one health representative, one social worker and everyone else was education and schools. As there are so many areas of education (mainstream schools, special schools) you need to have more education representation. there were 18 tickets per each local authority; the tickets were allocated rather than advertised.

The last of the three audits in this cycle is scheduled for 3rd May 2019.

5. Co-production updates: East Berkshire SEND CYP Participation and Co-production Development day

Debbie Hartrick provided an update. The East Berkshire SEND CYP Participation and Co-production Development day is facilitated by KIDS and the Council for Disabled Children as part of the national programme funded by the Department for Education. There is an offer from the Council for Disabled Children for someone to lead the work. There was a meeting on 14th of March 2019 with local authority representatives. Elaine Keating is the RBWM representative and Emma Cobbold is representing both PaCiP and IAS. It is all

about how to get the voice of children and young people with SEND heard and involved which is going on across East Berkshire. We do not yet have a date for the participation day.

6. Update on East Berkshire SEND Coproduction Post

The East Berkshire SEND Coproduction post proposal was s via the better care fund. Jeanette Fullwood tried but was not successful in getting funding for an East Berkshire wide YP post. It was not approved via the better care fund as it did not meet the criteria, however Slough local authority are employing their own. Kevin McDaniel asked whether we have sufficient engagement or whether we have a gap in resources. It was noted that Elaine Keating should still be doing the work, and Kevin McDaniel will follow this up to check that Elaine Keating has capacity.

IAS have funding, and Emma Cobbold works more specifically with young people rather than parents. Emma Cobbold and Elaine Keating are working closely together. As the Participation Officer in the Local Authority, we need to ensure that Elaine Keating is reflecting our work. Chris Tomes noted that it is provision, rather than a post. It shows you have evaluated and decided on the best model.

7. Update on Autism/ADHD

Debbie Hartrick reported this is a short term waiting list initiative with Berkshire Healthcare and an update on the consultancy support to scope a new Autism and Attention Deficit Hyperactivity Disorder (ADHD) pathway for East Berkshire. This is for information about what is going on. Debbie Hartrick is aware that such items do not come to the SEND Steering Board because of the WSoA, but it is important that the Steering Board are aware.

In order to look at the waiting list, funds have been put towards undertaking Helios assessments (online assessments) which will hopefully help to reduce the waiting list. Debbie Hartrick believes the uptake is quite high; a lot of people use Helios nationally. Liz Kelsall noted that there is a PaCiP steering group parent currently in the process.

In regards to timescales for data, it is submitted to the CCG on a three monthly basis; this will then be shared with the Board. The data will be available around May 2019. The CCG commission Helios but do not manage the provision; which is instead managed by the CAMHS manager. Helios send their data to BHFT and the CCG, and CAMHS hold the waiting list.

Liz Kelsall noted we need data around how many people were invited to be assessed in this way, how many of those agreed and how many of those had a positive experience.

The Local Transformation Plan is the transformation pathway over East Berkshire, which reports to the JCC Board. Within that are a number of work streams, and one of these strands is around the all age autism pathway and waiting lists.

Debbie Hartrick reported that Bracknell's concerns are around the support for those who are on the waiting list, rather than the length of the waiting list itself. It is to identify what the child needs for support, and not just the diagnosis.

ACTION - Hannah Golec to circulate information about Helios to the SEND Steering Board.

Regarding the all age autism pathways, it noted we need to be thinking about adults with autism and ADHD. As there is a significant waiting list for assessments, what happens to young adults? There is a consultancy company, Attain, which has been commissioned by the CCG, who want to talk to Headteachers, and parents/carers. An email was sent by Jannette Fullwood explaining the initiative, and they will work alongside BHFT. At the end they will make recommendations of what this service should be. Every local authority will be connected, and Lin Ferguson is the representative for RBWM. It is important that this project has a lot of input. This is being worked on between now and the end of May and will be brought to the Children's Joint Commissioning? Board.

8. SEND Strategy and Priorities

A shortened copy of the WSoA has been sent to the Steering Board, which omits the blue rated actions. Based on the feedback received, the implementation planning group decided on the four priorities. These will become our four priorities if the Steering Board also agrees. The four priorities should link to the next steps of work for the WSoA

Priority 1: All services will work together to ensure there is a joined up local offer supporting the emotional wellbeing for children, young people and their families with SEN and Disabilities.

This priority is specifically around emotional wellbeing which is the second highest area of need in EHCPs and the highest need in SEND support. Alison Crossick will be working with Rebecca Askew and Janette Fullwood.

Liz Kelsall queried the word 'supporting' over 'meeting' needs, and how we can measure the we have supported needs. Kevin McDaniel noted that you would have to ask the child or young person at the start is where they think they currently are. The terminology 'meeting needs' implies someone will do a piece of work that will 'fix' the problem.

Alison Crossick noted this is the problem around wellbeing: a professional will do a really good job and everything works for a time, then a year later that child or young person is back in the service. The first piece of work was still good and worthwhile, but the needs of the child and the support they now need may have changed.

The purpose is to support the child or young person and although measuring is quite difficult, if we have a joined up Local Offer then the other bits should fall into place.

Kevin McDaniel noted that we need to work out how we're measuring outcomes, but if everyone is comfortable then in principle, priority one is agreed.

Priority 2: Local education settings will be inclusive and work towards improving educational outcomes for children and young people with SEN and Disabilities.

The Steering Board suggested the words 'work towards' are taken out of the priority. Alison Crossick noted a concern that schools will say they cannot be inclusive and

improve schools outcome. It was agreed 'work towards' will be removed and priority two agreed.

Priority 3: There will be clear Preparing for Adulthood pathways (covering health, employment, local independent living and community) for all our young people with SEN and Disabilities.

This priority was agreed and that it is the right piece of work.

Priority 4: Local services will ensure that decision making and planning is fair, equitable and transparent from a local area level through to an individual child.

Alison Crossick noted this is an underpinning piece about how we do business.

The SEND Steering Board considered if there were any areas that have been missed in the four priorities. Within the above priorities, co-production should be integral. It was noted that all eight themes identified by Ofsted, fit within one of the four priorities: Theme 1 - Priority 1, Theme 2-4 - Priority 4, Theme 5 & 6 - all priorities, Theme 7 is covered throughout and Theme 8 - Priority 4.

Liz Kelsall noted the SEND Strategy will need to be updated with the four priorities, but asked whether the strategy should be extended. Debbie Hartrick expressed a preference for re-writing the strategy after the inspectors have visited, particularly if the strategy is no longer fit for purpose. Kevin McDaniel believed the strategy should be extended and refreshed.

Now that the priorities have been agreed, the next stage will be for the format of the priorities to be changed to a more professional look, then a SEND strategy will be refreshed, followed by comms on it.

9. **Comments from workstream and organisational reports**

Following a review of the changes to the WSoA, the comments and discussions were as follows:

1.3b - this action has been turned blue. The next steps was noted as identifying the gaps, to share that work and bring it to the SEND Steering Board.

2.3 - Alison Crossick will follow this up with Helen Cross.

3.3a - Liz Kelsall noted the action has been moved to green before we have the data, and asked whether everyone was comfortable with that. As the actions has now progressed and is now on track, it was agreed that green is suitable.

3.3b - Helen Huntley is currently developing the Quality Mark. Liz Kelsall noted that is has not yet been shared with PaCiP. Alison Crossick noted that we need to have clarity on the purpose; it is for schools the understand the purpose and intent which is different to parents knowing that a schools is inclusive. Liz Kelsall would like parents and carers to see it and contribute

4.1 a - The phone numbers for CYPIT and the Common Point of Entry should be available on the Local Offer.

5.1 c - The date has passed. Helen Huntley's role has been expanded, and is covering the SEND improvement role and the SEND consultant. The wording should be amended on the WSoA.

5.2. To upload the Communication Strategy on the Local Offer.

6.1 a iii. - Karen Cridland needs to confirm this action is on track.

It was agreed some actions need to state 'on-going' under the green rating to demonstrate continuous improvement.

7.3b - Green rated and ongoing.

8.1 a - this is still in discussion but cannot move on, we need to get in line with every one else's commissioning arrangements. Debbie Hartrick noted it would ideally be nice to have the same providers doing the same service for all our children in East Berkshire, but it is not possible.

8.1 a. update needed on 8.1 a - resource units, need and updates. putting in capital bids

8.1 c - updates are needed. This action needs to be closed off. We can do something about Early Years.

8.2a - we are looking at changes to the allocation of banding, and the paper will be going to the next Schools Forum. This action is behind schedule so still rated amber, but the date of delivery needs amending.

Other updates:

PaCiP's held their AGM on 6th March 2019, and have decided to restructure the forum due to the resignation of all committee members except for Liz Kelsall as Chair. A formal committee structure has not worked, and some parents have expressed a willingness to get involved at a lower level. PaCiP are therefore adopting a Steering Group model of up to nine parents; there are currently six, and Liz Kelsall will remain as the chair.

The operational side (accounts, surveying, databases) will be outsourced to a voluntary organisation and as a Steering Group they will be able to drive the direction of forum. This is a more sustainable model. The voluntary organisation already host West Berkshire, but in a different way, as they have a coordinator. PaCiP may be looking for a small amount of money in addition to the grant they receive from the DfE if they are to continue operating in the same way as the previous 2 years, as the outsourcing will also carry a cost.

Liz Kelsall will be introducing members of her Steering Group to various meetings, as and when they are up to speed.

10. AOB

Inclusion Summit Planning Meeting - Liz Kelsall noted that the Inclusion Summit Planning Group feels that it needs Senior Management input for part of the meeting for direction purposes. The group would like input from the Steering Board as to what our key message is this year.

The Steering Group, thanked Nick Stevens for his commitment to the group and wished him well as he takes up a new headship in another borough after the Easter Break.

11. Date of next meeting

Tuesday 23 April, 10.00 am – 12.00 pm in the Project Centre, Reform Road
