

SEND Steering Board Meeting
20 March, 12 noon – 2pm, Town Hall, Zone A, May Room

Draft Minutes

Attendees

Chair – Sarah Bellars – Director of Nursing and Quality, Clinical Commissioning Group
Kevin McDaniel, Director of Children’s Services
Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Nick Stevens – Head Teacher, Riverside Primary School and Nursery
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Liz Kelsall– PaCiP
Jean Hobson – Manager, Information, Advice and Support Service RBWM
Chris Tomes –Head Teacher, Churchmead School
Janette Fullwood – Head of CYP&F Clinical Commissioning Group
Joolz Scarlett – Head Teacher, Manor Green School
Louise Kerfoot – Learning Disability Service Manager (Optalis)

Apologies

Cllr Airey – Lead Member for Children’s Services RBWM
Karen Cridland – Director of Children’s Service, BHFT
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Lin Ferguson – Deputy Director of Social Care and Early Help
Jennifer Humphreys – Communications and Marketing Officer
Lisa Vickers – PaCiP

1. Welcome.

Attendees introduced themselves.

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

Draft minutes of last meeting were confirmed and it was agreed that actions from the last meeting would be discussed at the end of the meeting.

3. Overall progress report from the Working Group

Discussion first focussed on the reasons behind and merits of having a single overall progress report from the Working Group compared to previous arrangement of individual reports submitted by health, LA and schools. JS said she was not invited to the Working Group meeting that took place last week but had attended it having heard about it from a colleague. SB felt the individual reports as previously submitted provided accountability for respective areas and that the purpose of the Working Group was not clear which she said should be multi-agency. SB said the purpose of the Working Group should be to set

out the work that needs to happen and that the Steering Board should only be looking at exceptions. SB suggested that the Terms of Reference should be clearer on its role.

All agreed that at this point in time it was indeed difficult to ascertain exactly “where we are” with the Action Plan and that there was a lack of pace. The whole process was too complex and there was consensus that more resource was required. This led to the unanimous support for the consideration to hire a project Manager. Action: KMcD.

KMcD informed the meeting he had secured administrative support from a member of the Business Support Team, namely, Hannah Golec to help with the Action Plan and SEND Steering Board meetings.

Discussion then followed on the process and workflow: how the reporting should start at the bottom tier and work its way and finally only exceptions should reach the Steering Board. The professionals and experts should send their reports to the Administrator to update the evidence log and only actions in red in the Action Plan should be reported to the Steering Board. Action: JF to formulate and circulate process and workflow.

The following four future meeting dates were set in view of implications for the process and workflow: 24th April, 15th May, 19th June and 17th July. JF suggested the Working Group meets one week before the Steering Board meeting in order that an exceptions report from this meeting is submitted the Friday before the next Steering Board meeting.

The Action Plan was the next point of discussion. Page by page the deadlines in the action plan were discussed and the BRAG rating for each was agreed. This exercise proved useful in giving a better sense of the progress to date, not least, in view of the forthcoming meeting with Dfe on 22nd March. Action: Hannah Golec to incorporate updates in readiness for Dfe meeting.

Other notable points of discussions included the following:

- Inclusion Charter minimum standards to be forwarded to NS for the schools heads cluster meeting on Thursday.
- Inclusion Mark to be set by September.
- Next Chair’s Progress Report to be submitted by SB
- KMcD and SB to have a separate conversation regarding p20 point 3.3.a of the Action Plan.

4. Feedback Systems during EHC Process – Debbie Verity

This item was not discussed in view of Debbie’s absence.

5. Single Point of Redress Briefing – Debbie Verity and Debbie Hartrick

Papers for this item was submitted but due lack of time the item was deferred to the next meeting.

6. AOB

Inclusion Summit - invitations are going out tomorrow. Speaker has been confirmed. LK said parents were expecting a one to one session with school reps. KMcD said at this

point he could not confirm level of representation by schools at the Summit. SB assured LK that all parties will be included in the presentation at the Inclusions Summit.

7. **Date of next meeting** - 24 April 2018 at 12 noon – 2pm