

**SEND Steering Board Meeting
21 May 2018, 12 – 2pm**

The Neville Hall, Milley Road, Waltham St Lawrence, Berkshire, RG10 0JP

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)
Joolz Scarlett – Headteacher, Manor Green School
Karen Cridland – Director of Children’s Service, BHFT
Cllr N. Airey – Lead Member for Children’s Services RBWM
Lisa Vickers – Events Coordinator, PaCiP
Jennifer Humphreys – Communications and Marketing Officer, RBWM
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Nick Stevens – Head Teacher, Riverside Primary School and Nursery

Apologies:

Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Chris Tomes – Headteacher, Churchmead School
Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Lin Ferguson – Deputy Director of Social Care and Early Help
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Janette Fullwood – Head of CYP&F Clinical Commissioning Group

Minutes:

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

Minutes

1. Welcome and Apologies

The Chair and the Board thanked PaCiP for hosting the Steering Board meeting.
HG advised that Cllr Coppinger will no longer attend these meetings due to a change in remit.

2. Minutes of last meeting, actions and matters arising

The minutes from the previous meeting held on 24 April 2018 were approved.

KMcD reported that due to significant progress it has been agreed that HG will work with the team to support the PM duties instead of commissioning an additional post. AfC will utilise the money to backfill any duties that HG cannot fulfill whilst supporting this project.

3. Updates from the Working Group:

I. Summary Report

DV provided an update and reported on the number of actions rated as Blue (N=21), Green (N=50), Amber (N=27), Red (N=4) and White (N=5) against the different themes.

DV reported that one action (3.2b), previously rated as red, has now moved to amber status due to the PARIS team having identified a way to place an alert on a child/young persons file. SB advised that ratings cannot be changed from Red to Amber if the delivery date has passed. DV and LK noted this would implicate a lot of actions, and will raise this at the next DfE monitoring meeting for confirmation.

Red ratings: 4.1a - DV and JF are leading on this action for their respective organisations; 8.2a - task and finish group meeting on 22 May and Matrix meeting scheduled for 06 June, post half term.

Blue ratings: 21 actions have been completed. KMCD queried whether action 2.3a is Blue, KC agreed. DV clarified there is a separate action point in relation to this one, which is Amber.

LK and JS raised concerns that Blue actions have not resulted in any impact. KMCD noted we are collaborating and laying foundations to ensure there is impact long term. KMCD and SB agreed that impact will go beyond the life of the plan, and one single action turning blue will unlikely create an impact. However, KMCD and SB suggested we look at what impact we hope to achieve, look at the narrative of the actions that have turned Blue and record what the likely impact will be. KMCD recommended a 'So What?' narrative is included in the summary report.

Workflow chart: DV advised that there are still key operational matters to conclude and the further discussion is needed around the operation of working group. Papers were circulated to the Board less than one working day ahead of this meeting and SB noted it is still a matter of concern that there is a lot of information to update in preparation for the Board meetings.

Inclusion Summit feedback: The feedback report from the Inclusion Summit was reviewed. LK was surprised to see the graphical representation of parents/carers who attended the Inclusion Summit as she thought it was an equal split between all representatives. DV noted that some attendees had a dual role. HG will clarify the representation of attendees.

ACTIONS:

- DV to clarify whether Red ratings can be changed to Amber if date of delivery has passed.
- Summary Report to include a 'So What?' narrative.
- HG to clarify with Suki Hayes the number of parent / carer representatives at the Inclusion Summit.

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

DV reported that key updates include:

- The Implementation Plan to be written on 25 May 2018.
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- Progress has been made on the PARIS alert system
 - DV and DH have discussed what data to regularly collate to complete the actions in the WSOA. DV agreed the dataset will be presented to the Board for agreement.
 - Current SALT contract with BHFT has been extended until December 2018. We are determining from a Local Authority perspective whether it is a renegotiation/tender progress to follow. KC noted Slough and Bracknell have gone out to tender. SB advised the implications are considered.

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

JS and LK reported that following a Task and Finish group on 18 May 2018, changes were made to the Inclusion Charter. JS questioned the phrase '*achieve your goals*'. SB advised to be reflective of what children have said and change the phrase to '*achieve your best*' if this was the feedback received. LK reported that a sticker will also be produced. NS suggested the logo is checked to ensure it is not copyrighted.

The Board discussed the logo displayed on the Inclusion Charter. SB noted that for some providers the essence of the Charter will be the same but the Charter itself will look very different. KC agreed that BHFT will sign up to the ethos. LK expressed concern and stated that children tend to recognise logos, but SB and KC advised that not all logos for each different Charter can be displayed by providers. SB noted that the attitudes and behaviours should be recognised instead. SB cannot agree this logo will be displayed in major organisation that have providers affiliated with other Local Authorities without extensive discussions. NA suggested we ask to adopt a logo from another service that already has a charter, if the logo is the focus.

KMcD suggested that instead parents are given a 'postcard' of the Charter. If children and/or parents feel they are not being treated appropriately, parents can show their postcard which details how they expect to be treated. Health would be expected to know their principles. NS supported this approach and suggested we also write to providers with half a dozen cards included for them to share. DH agreed to take this to the East Berkshire SEND meeting.

ACTIONS:

- AC to check wording on the Inclusion Charter - '*achieve your goals*' or '*achieve your best*'
- DH to discuss 'postcards' of charter at East Berkshire SEND meeting

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

DV updated the Board that the main focus is around processes for feedback, with an aim to deliver this by June 2018 in line with the EHC Handbook.

KMcD asked for feedback following a meeting on 15 May regarding the EHC processes. LV advised that parental representation did not attend, and the group agreed it was not useful to discuss the Handbook without fair representation from parents and carers. Following general discussions, the group determined that modifying what we currently have will not achieve our desired outcome. However, the content on the AfC website is detailed, parent and carer friendly, child centric and includes information on education and health with a summary booklet. As AfC already have their own booklet, could this be adopted for us to use for our own purposes. LK

noted this information would have to be tailored towards us. DV reported that this would fit well with the development of the Local Offer. The Board asked the working group to confirm that the content on the AfC website has been co-produced. LV advised this information should be sent to parents from Year 7 and not Year 9.

ACTIONS:

- LV/LK/DV/HC to find out whether the information available on the AfC website has been co-produced.

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

JS reported that task and finish group is due to meet on 22 May. Schools are on board although there is no secondary school representation on the day, though it is positive on how people are engaging. NS noted the importance of the SENCO meetings, and stated consistency and continuation is needed for people to recognise this will be an embedded process. KMCD thanked colleagues for increasing the momentum and SB noted that there has been impact as people are now engaging.

VI. PaCiP

LK stated that the Co-production Workshop held on 03 May 2018 was attended by most people. LK noted people are needed for their task and finish group. Invitations were sent to those who attended the workshop, with only one response. There is no representation from Schools or the Local Authority.

ACTIONS:

- KMCD and DV to identify individual(s) for task and finish group.
- LK to liaise with CH to send an invitation out to all schools.

VII. BHFT

KC reported BHFT link into six Local Authorities and their Local Offers. Due to the changes in the Local Offer platform, all Health information has to be updated but this is on track. Collation of Health data has started, though accurate data will only be presented a year from now. The single point of access is still a working process, with an aim to be completed by July 2018.

VIII. CCG

DH reported that JF has met with parent and carer representatives across East Berkshire and will meet quarterly. PaCiP have agreed to sit on the Joint Commissioning Board (JCB). There are parent / carer representatives from all three Local Authorities on the JCB.

The CAMHS transformation group is continuing in its current format. There is work around mapping the current Health and Commissioning Services to identify whether there are gaps.

The Thames Valley Strategic Clinical Network Autism Best Practice Event is taking place on 26

June, which is an opportunity to network, share good practice and hear about developments across Thames Valley. DH will confirm whether the event is for professionals only, or if parents and carers can attend.

There are a series of advice and support workshops for Autism Support Services for Families in East Berkshire, provided by three charities: Autism Berkshire, Parenting Special Children and The Autism Group. LK suggested the flyer is uploaded onto the Local Offer.

4. Feedback from Overview and Scrutiny

KMcD, SB and NA reported counsellors are pleased to hear progress is being made, colleagues are confident and there is trust in us to deliver.

There were questions around education and which schools are involved. KMcD reported that not every school is involved. The themes were also discussed and whether the Inclusion Summit feedback will be shared. The question raised was whether Ofsted will sign the WSOA off in the timeframe, which we do not know at this stage although progress is being made. KMcD clarified that Ofsted will likely return one year after receiving the initial letter, which will be on 01 September 2018.

5. Learning from the Multi Agency Audit

DH provided a verbal update of the audit and will give a presentation at the next Steering Board meeting. It identified pockets where improvements could be made and recommendations were suggested. DH noted it was well received and attendees would like future sessions. KC reported that her team felt it was a positive experience; LK suggested more parent / carer input. SB will include a narrative in her Chair's report and DH and LK will further discuss how feedback is shared with parents.

6. AOB

DV reminded the Board that next DfE monitoring meeting is on 27 June 2018. Only one Local Authority has had their WSOA signed off within the one year time frame. Charlie Palmer is the new SEND Disability Advisor, replacing Steve Huggett.

There is a national SEND review in relation to the reforms and a call for evidence ends in June. AfC will represent on behalf of the whole organisation.

SB noted that the reports were well received and found them useful. Reports from each workstream, PaCiP, Health and a summary will continue with an additional 'So What?' statement.

HG advised SB that Steering Board meetings have not been scheduled beyond July. The Steering Board meeting in August will be critical. It has been noted that PaCiP and schools may not be able to attend due to holiday but provisional dates are 21 or 28 August. HG will gather date availability from Steering Board.

7. Date of next meeting

Tuesday 19 June 2018, 12 - 2 pm. Ascot/Bray Room, Town Hall, Maidenhead.
