

SEND Steering Board Meeting
24 April 2018, 12 – 2pm
May Room, Zone A, Town Hall

Present:

Sarah Bellars (Chair) – Director of Nursing and Quality, East Berkshire Clinical Commissioning Group
Liz Kelsall (Vice Chair) – Chair of PaCiP
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Janette Fullwood – Head of CYP&F Clinical Commissioning Group
Joolz Scarlett – Headteacher, Manor Green School
Karen Cridland – Director of Children’s Service, BHFT
Chris Tomes – Headteacher, Churchmead School
Cllr N. Airey – Lead Member for Children’s Services RBWM
Lisa Vickers – PaCiP

Apologies:

Kevin McDaniel - Director of Children’s Services
Lin Ferguson – Deputy Director of Social Care and Early Help
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Nick Stevens – Head Teacher, Riverside Primary School and Nursery
Jennifer Humphreys – Communications and Marketing Officer

Minutes:

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

Minutes

1. Welcome and Apologies

2. Minutes of last meeting, actions and matters arising

Inclusion Summit:

The Board reflected on the Inclusion Summit, held on 19 April 2018. DV reported 174 people attended, with an equal split between parents/carers, school representatives, and ‘other’ services. There are two key pieces of work to follow the Inclusion Summit: a ‘Frequently Asked Questions’ sheet that will be distributed regularly, and the Inclusion Charter. SB and DV praised Suki Hayes for her excellent work with the Inclusion Summit.

CT stated that it is a great forum to receive feedback; we need to maintain momentum to continue and develop. A clear message from Carrie Grant’s speech was that there are things schools can do which do not cost money. SB noted we need to be clear in our message about what we can and cannot do. LV stated it’s about being creative in the way you say ‘no’ to parent/carers, to reinforce the message that you can still work together to achieve something.

SB asked the board to reflect on the event - could we do it differently; did we share accountability? The Board agreed a working group, with a representative from each organising body, should be established from the offset, to share the data and plan the Summit; and the annual trends report data should be readily available.

C.NA noted the Inclusion Summit highlighted the need to work on our Communication Strategy to ensure parents/carers are aware of what we have been doing. It was agreed that Jennifer Humphreys will be invited to the working group and this will become a standing item on the agenda.

DV reminded the Board that CYPDS have 900+ families and there was a very small representation at the Inclusion Summit. Many of these families will not engage so we must consider how to reach these families for the future.

The Board agreed that the Inclusion Summit was a successful, positive and well received event. DV reported there were insightful and thought provoking comments from the event feedback, which will be collated and circulated.

Inclusion Charter:

SB recognised that AC has a lot of information to collate following the Inclusion Charter activity, and encouraged the Board to consider smarter ways of working. SB suggested using the app *Slido*, an audience interaction tool, which would make the activity more visual and interactive.

AC suggested the items on the charter are prioritised based on the rankings given by the respondents. The board agreed that there is repetition in the Charter and that the language is not child friendly. AC suggested 'RBWM' be removed from the Charter as is not owned by any one organisation. SB noted that all organisations will adopt the 'spirit' of the Charter but there may be variances between organisations. LK reminded the Board this should not affect how a child feels included.

DV noted that leisure services is the next key piece of work related to the Inclusion Charter.

ACTIONS:

- DV to collate and circulate Inclusion Summit event feedback to the Steering Board.
- AC to produce the final version of the Inclusion Charter to be signed off at the next Steering Board meeting in May 2018.
- HG to invite Jennifer Humphreys (Communications) to the Working Group meeting

3. Exceptions Report from the Working Group

JF advised that the working group has created four workstreams, each action is allocated to a workstream. The workstream leads will prioritise the task and finishing groups.

DV and LK reported that the WSOA is a live document, and the 'progress' will only show the headline of the action to justify the BRAG rating. Health, PaCiP and workstream lead reports will become the evidence log. Workstream updates will become an agenda item at all future meeting.

3.2c: DV noted KMcD identified basic information we need to collate, which will be presented in the Annual Trend Report. Agreed that by the next Steering Board meeting, the Board will be informed of what data we want to collate and how it will inform us of our outcomes.

4.1a: JF reported we could complete the action but this would not achieve the outcome. The working group sought permission from the Board to change the action to read 'Local Offer' instead of 'Inclusion Charter', but given that the WSOA has been approved by OFSTED, the board concluded the wording should not be altered. Instead the 'progress' headline will offer an update of why the action is not appropriate, and note that the steering board discussed what the action should be for the outcome to be achieved. LK suggested a key contacts document should sit alongside the Inclusion Charter, rather than within it, and the Board agreed the local offer should have a document of key roles and responsibilities of individuals. JF will coordinate on behalf of Health (CCG and BHFT) and DV on behalf of the Local Authority. Generic email addresses should be included for contact purposes.

6.1c and 6.2b: DV reported this action is on track for the end of June 2018, which is in line with the handbook. Feedback from parents has indicated a text-based survey is not the type of feedback mechanism which they would want. SB clarified that a text-based survey was initially discussed as Health use this mechanism for feedback which cannot be changed. The written action cannot be changed but an update can be provided to say the initial view is that a text-based survey is not a popular option and other survey methods are being explored.

ACTIONS:

- HG to circulate workstreams flowchart to the Board.
- DV (Action 3.2 c, WS 1) to determine what data to collate
- JF and DV to co-produce document of key roles and responsibilities for the Local Offer (action 4.1a)
- WS 3 (Helen Cross) to explore robust feedback mechanisms (6.1c and 6.2b)
- HG to add workstream updates to the agenda for future meetings

4. Single Route of Redress Briefing

The Board agreed that as this is a pilot and the papers have already been circulated to the Board, this item can be removed from the agenda.

5. AOB

Project Manager: SB reported that she had explored whether the post could be hosted by CCG and advised that this would not be possible and therefore need to be hosted by AfC instead.

ACTIONS:

- KMCD to circulate the person specification

6. Date of Next Meeting

Monday 21 May, 12 - 2 pm.
