

**SEND Steering Board Meeting
19 December 2017 – 10am-12noon, Town Hall, Maidenhead**

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
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Liz Kelsall/Lisa Vickers – PaCIP
Chris Tomes –Headteacher, Churchmead School
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)

Apologies

Cllr N Airey – Lead Member for Children’s Services RBWM
Karen Cridland – Director of Children’s Service, BHFT
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Nick Stevens – Headteacher, Riverside Primary School and Nursery

Minutes

Manjit Kundi

1. Welcome and apologies

Apologies received were noted. In view of new attendees SB asked all to introduce themselves in turn.

2. Minutes, actions and matters arising

- Minutes of last meeting were confirmed.
- All actions from last meeting were completed except one.
- Cllr. Coppinger confirmed 12 Feb 2017 as the date of the next HWB.
- Action outstanding: DV to arrange rep from the Comms Team to the Steering Board. DV to update TORs. This action had been missed from the list from the last meeting.

SB wanted to confirm the numbers and representation for quoracy that had not been discussed at the first meeting. All agreed with proposal of requiring at least one representative from each of the five partners (Local authority, Health, PaCIP, Primary schools and Secondary schools)..

3. Progress update from Schools Working Group – KMCD

- School representatives met on 12 December 2017 for the first SEND Working Group (Schools).
- They committed to driving forward the SEND strategy and actions on the WSOA relating to improved experiences in schools
- Discussed the importance of a long term strategy for inclusive schools.
- Discussed how to best use the agreed 0.5% schools block funding from DSG to make a transformational impact.
- Group will work up options for three key posts using the £150K per year for three years from the Better Care Fund (BCF). DV and KMCD have action from that meeting to draft roles for recruitment

CT expanded on the Secondary perspective:

- Intention to work in clusters to support inclusive practice.
- Three key roles from the BCF are welcome as they will be critical to add much needed capacity.
- Group will establish a Terms of reference to guide decision making.

SB summarised the key points as:

- Define Group's role to make strategic decisions.
- Agree on the three key roles.
- Build capacity.

KMCD confirmed that meetings would be held every 4-5 weeks. SB asked for timescales for progress and specifically, what progress would have been made by end of summer 2018. KMCD confirmed the intention is to establish the commissioning intentions for new services by Easter, along with the recruitment to the key roles. It is then the intention to have the services active for the new school year in September 2018. SB said that there needs to be a written plan to submit to the HWB. This was agreed by the group (Action: KMCD)

LK wanted to know **when** the parents would feel the difference from the actions in the written statement. LK said parents have already been notified to save the date for the event on 18th January. Discussion followed on the event, the co-production and involvement of parents and how to achieve a wider reach. One suggestion was to use the SENCOs network. Additionally SB suggested that we could ask the parents what **they** would like to be involved in. LV reiterated the point earlier by LK that the parents will want to see the impact of our actions. CT agreed and said the parent want to see measurable impact. SB agreed to ensure that the Chair's report would ready for start of term to share with PaCip and schools.

4. WSOA – status and progress against action plan – KMCD

KMCD referred to the letter dated 5 December from Ofsted in response to the WSOA we submitted. The letter lists suggestions where improvements to the WSOA are needed. KMCD said there was a meeting with Steve Huggett on 17 December 2017 for the review of the WSOA at which the contents of letter were discussed in depth. . CT noted that some of the suggestions in the letter are “quick fixes” although not all.

Amendments and remedial actions to get the WSOA ready for Ofsted were discussed with the context and suggestions of the letter from Ofsted point by point.

2.3a CAMHs waiting times for autism assessments are too lengthy. SB advised that she had been having conversations with her colleagues in the CCG, the CCG had put significantly more resources into tackling the waiting list and had commissioned voluntary services to provide parenting support to parents on the waiting list regardless of their diagnosis as families require support immediately and she wouldn't want to target the waiting list above supporting families in need. LK advised that in her view parents would be understanding of waits if they understood the whole picture. SB said that this issue could be raised at the February system leaders meeting.

2.3b- Plan lacks detail about how leaders plan to tackle the inequality of experience, provision and outcomes.

WSOA point 4.1a – DV said she would finish the cross-referencing that she had already started since the meeting with Steve Huggett. DH felt the letter was specific enough about measurable targets about a multiagency involvement. CT. SB said we have to acknowledge that whilst WSOA would be completed in one year, we want to make sure that we are doing the right thing over the longer term and that we could have a sustainability plan that takes us further.

6.1a and b- Wide variances in the quality of EHCPS due to weakness in planning and transition process.

Remedial action to make clear what will be different: 1) ensure all agencies involved are contacted, and 2) ensure the agencies send an appropriate response back. Further, we would make the request letter clearer.

6.3 - Too little contribution from health and social care services.

Same remedial action as in 6.1a and b above.

7.1, 2, 3 – Lack of effective co-production with parents.

WSOA page 31 and 32 – Refer to discussion earlier in the meeting on co-production and involvement of parents and measurable progress. CT also suggested getting a group of parents together for their suggestions. LK, LV, DV, DH to arrange a time to collaborate on this.

8.1- Poor joint commissioning arrangements.

There was a discussion about the joint commissioning that has developed since the inspection. The Better Care Fund (BCF) funding for the three posts, which is an example of LA and CCG joint funding . KMcD advised that the schools forum had identified £460K for Joint Commissioning at school level. .Thirdly there was a meeting scheduled to look at joint commissioning of Speech and Language Therapy (SALT) services as they are commissioned in a fragmented way across East Berkshire which does not give a good experience for CYP and their families and is not always effective
SB advised that the WOSA amendments for Health should go to her in readiness for John Lisle to sign off, which would then be sent to KMcD next week for sign off and distribution to Ofsted ahead of the 4 January 2018 deadline.

5. Date for Inclusion Summit meeting in 2018.

Morning meeting on 19 April 2018 was confirmed.

6. Work streams reporting

Actions

Action - DV to contact Milly Camley in Comms.

Action - SB to have Chair's report ready by start of next term.

*Action - DV to incorporate improvements to the **WSOA** by Friday.*

Action – DV to amend the request letter to involved agencies clearer.

Action – LK, LV, DH and DV to collaborate on revising the actions for 7.1, 2, 3.

7. AOB

None.

In order to make the meetings more effective SB asked all attendee for their comments/suggestions. The following comments were noted:

KMcD – The WSOA and all papers will be circulated prior to the meeting in the future.

LK – Disappointed that letter from Ofsted was not shared with PaCip before today.

Cllr.Coppinger – There may have been some confusion about the venue for the meeting.

AC – Need mapping of all services involved.

8. Date of next meeting

Confirmed as 23rd January at 12 noon – 2 pm.