

SEND Steering Board Meeting
23 January, 12 noon – 2pm, Town Hall, Zone A, Winton Room

Minutes

Attendees

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

Apologies

Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Louise Kerfoot – Learning Disability Service Manager (Optalis)

1. Welcome and apologies.

There was a round of introductions.in view of new attendee Janette Fullwood.

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

Draft minutes of last meeting were confirmed. All actions were confirmed completed except one for DV to contact Milly Camley in Comms.

3. Progress update from work streams:PaCip (verbal and membership data) – Liz Kelsall

PaCip event on 18th January was well received and well attended. The following are notable points/comments about the event:

- Total attendance was 49 parents.
- Email sent to the SENCO network was helpful in getting a good response.
- 30 out 35 responses from attendees said the event was as expected and some that it was better than expected!
- The event was interactive and more open.
- Event included workshop sessions on four key themes.
- Half of the attendees were new and half had contributed to the Inspection.

- Overall there was positive feedback regarding the Forum
- Sharon Smith from Contact can deliver training on co-production that will be 2.1/2 hrs long and she is available from 23rd April for a slot from 9.30 – 2.30 for the Steering Board.
Action: MK to coordinate the training. Date and time now set for 3rd May 2018, 10-12.30.

Membership data showed that current members are not representative of parents with children with a range of disabilities and special educational needs. In order to improve this all agreed that involvement from SENCOs should be sought and it was noted that groups in the voluntary sector also need to be approached as parents usually approach them following a diagnosis.

PaCip have funding to facilitate an event on Preparing for Adulthood before April 2018. Proposals/plans for the event to be discussed at the next Board meeting.

Action: LK and DV.

Schools (paper) – Kevin McDaniel

Notable points from the update from Schools Forum meeting of 16 January 2018 included:

- Unanimous support for Wellbeing services.
- Accommodate future funding as part of recommissioning.
- Consider modelling of overall cost to provide additional financial support to schools with the highest proportions of pupils with EHC plans in the current year.

NS gave an update of the Education Leadership Forum (ELF) meeting that was held on 23 January 2017 that was attended by 50 school heads. NS advised the school heads on progress to deliver the SEND strategy and he gave a presentation using slides consisting of a condensed version of WSOA. Points/concerns notable from the meeting included:

- Better communication with schools.
- Question of Inclusion in schools. Each school believes they are an inclusive school. Work to be done on fair perception of other schools.
- Concerns about the Inclusion Charter.
- Concerns about the Funding Matrix.

NS informed the forum on the progress of the SEND Steering Board and a representative from the Board is to attend the next meeting.

Action: DV to set date of next SEND Working Group meeting.

CT said the low attendance of secondary schools at the ELF meeting was due to schools being busy with preparations for GCSEs. The Inclusion Charter has not been received well by secondary schools.

KMcD said schools need clarification as to what the Inclusion Charter and the Inclusion Mark actually mean. He said the Inclusion Charter is the minimum expectation for parents and the Inclusion Mark for schools is a measurable objective but it shouldn't be

punitive. Discussion followed on comparisons between the Inclusion Mark and the School League Tables and how successful schools become a victim of their success. CT commented that it should be about sharing good practice.

Health – Sarah Bellars

- Commissioning process of planning a new pathway for an ageless autism service was agreed at the CCG business and planning meeting on 18 January 2016.
- Funding for 50 additional assessments across all 3 CCGs was agreed to be completed by September 2018 as a short-term solution to reduce the waiting time while the longer term solution is designed and commissioned.
- Discussions have taken place with Slough for exploring joint commissioning of Speech and Language Therapy (SALT) across Berkshire rather than just with RBWM.

Local Authority (paper) – Debbie Verity

- December 2017 and January 2018 actions have been updated on the Action Plan to reflect progress.
- Parent Feedback Session held on January 18th 2018 in partnership with PaCip. 60 parents signed up to attend the event at Moor Hall, Cookham.
- The session informed parents of plans post Ofsted. The session also had breakout groups on 4 areas of development within the action plan including:
 - a) Integrated health services,
 - b) An EHC handbook. There was high interest from parents to be involved in this.
 - c) Role of PaCiP
 - d) An Inclusion Charter. Parents in favour to see this displayed on websites and reception areas of education establishments and leisure facilities. Jean Hobson, Service Lead from The Information, Advice and Support Service could assist with this.
- The roles of 3 new posts funded Better Care Funding have been finalised.
- The Funding Matrix has been updated taking into account sensory needs.

All attendees confirmed they were on track with updating the Action Plan in a systematic way.

4. WSOA – resubmission status and OFSTED feedback – Kevin McDaniel.

This item was discussed before other items on the agenda. KMcD informed the meeting that the updated version of the WSOA was submitted to Ofsted on 4 January 2018 and that there had been no response back from Ofsted to date.

5. Health and Wellbeing Board meeting preparation.

Agenda for meeting to include:

- Publicise findings of the inspection.
- What our actions are.
- How this will make a difference to children.

Cllr Airey said we need to bear in mind that HWB's role is to provide scrutiny; to hold SEND Steering Board to account and that we must include our role as corporate parent for children in care.

Actions:

- Nick Stevens, Liz Kelsall and John from Health to join Kevin McDaniel (as presenters).
- NS to provide selection of slides from presentation to ELF.
- Organise a pre-meeting with Cllr. Coppinger - KMcD
- Have a pre-meeting with HWB before actual meeting if required.

6. AOB.**7. Date of next meeting.**

Confirmed date as 27th February at 12 noon – 2 pm. – Town Hall, May Room, Zone A.

Before closing the meeting SB invited attendees for any comments/suggestions about the meetings. The following were noted:

CT - the openness and honesty shown in the meetings was refreshing and encouraging.

NS - glad to participate in the process of reflection and steering change.

KMcD - good to hear feedback and make changes.

DV - will take steps to ensure the paperwork for the meeting is distributed in time.

DH - attention now needs to be diverted to adding detail to next level of the working groups.

LK - appreciates involvement in the Steering Group and the co-production but does not know role or involvement at the next level.

LV – Encouraged by the meetings.

Cllr Airey reiterated to bear in mind the following:

- The question “So What?”
- Making a tangible difference to children’s lives.
- Clarity on deliverables.

Actions:

1. MK to coordinate the Co-production training for Steering Board
2. All to submit progress report with timeline for next meeting.
3. LK and DV to organise event on Preparing for Adulthood.