

## **SEND Steering Board**

**Wednesday 05 June 2019, 12.00 - 2.00 pm**  
**Town Hall, Maidenhead**

### **Present:**

Sarah Bellars – Director of Nursing and Quality, Clinical Commissioning Group  
Liz Kelsall (Vice-Chair) – Chair of PaCiP  
Kevin McDaniel - Director of Children’s Services  
Joolz Scarlett – Head Teacher, Manor Green School  
Alison Crossick – Associate Director for Inclusion (Interim)  
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group  
Hannah Golec (Minutes) - Business Support Team Leader for CYPDSm Early Help and Education, AfC

### **Apologies:**

Jennifer Humphreys – Communications and Marketing Officer, RBWM  
Louise Kerfoot – Learning Disability Service Manager (Optalis)  
Janette Fullwood – Head of CYP&F Clinical Commissioning Group  
Karen Cridland – Director of Children’s Service, BHFT  
Chris Tomes – Head Teacher, Churchmead School

## **Minutes**

### **1. Welcome and apologies**

Cllr Carroll has been elected as the Lead Member for Adult Social Care, Children Services and Health, and will be invited to future SEND Steering Board meetings.

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

**Action:** Clive Haines to liaise with mainstream head teachers to find (an) attendee(s) for the Implementation Planning Group.

Kevin McDaniel noted that with regards to summarising school EHCP and SEND Support data, this will ultimately be Kevin McDaniel’s decision as it is a Local Authority service, but would like for this to be done in a collaborative way.

The progress headlines for amber ratings on the Written Statement of Action have been reviewed and updated.

### **3. Inclusion Summit - for ratification**

Liz Kelsall reported that the Inclusion Summit Planning Group meeting was held before the Steering Board meeting. Steph James (Head of Planning, RBWM), Kelly Nash (School

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Support - Area SENCo, AfC) and Fenella Reekie (Head teacher, Cookham Dean Primary School) attended the meeting.

Liz Kelsall asked who the nominated Health representative would be, to present alongside Kevin McDaniel. It was agreed that Debbie Hartrick would be the Health representative.

The Inclusion Charter agenda item will feature what the journey looks like so far. The Girls Policy Forum will attend to speak about what inclusion looks like in their schools; they have designed a questionnaire for their individual teachers, so not only Head teachers and SENCo's are targeted. The journey so far should also include the perspective from Health too.

There was some conversation in the Inclusion Summit Planning Group meeting about the Inclusion Charter not being displayed in GP surgeries. Sarah Bellars expressed that she does not think displaying a poster will change the way in which GP's work as we are not expecting them to do anything differently. Debbie Hartrick agreed that the principles of the Inclusion Charter are already embedded in GP's. Liz Kelsall reiterated a concern from the Inclusion Summit Planning Group is that the Inclusion Charter belongs to all agencies, and would therefore like Health to be included, particularly as the BHFT team is the agency closest to children and young people.

Sarah Bellars agreed to speak to BHFT about presenting on the Inclusion Charter.

**Action: Sarah Bellars to discuss with BHFT presenting on the Inclusion Charter and the journey so far.**

It was agreed that Fanella Reekie, or other Head teachers or SENCo's that have been involved in the Quality Mark audit will present this item with Helen Huntley.

The agenda can be tweaked and finalised at the beginning of September 2019.

Alison Crossick stated that David Batrum, the keynote speaker, has done a lot of national work and is more school based, but we will provide him with a brief that balances education, the voice of the child and health. By September 2019 we may know by then if Mental Health is happening in schools from the Green Paper. If we have a big project at this point, this is something we may want to include. Debbie Hartrick noted that we should be able to provide an update of where we are, but not every school will be included so we need to be aware of this. It was agreed that the keynote speaker could be kept at 55 minutes, but with five minute discussions throughout the talk.

The marketplace has a variety of organisations. It was agreed for the list of those who have agreed to have a stall at the market place to be sent to the Steering Board for information.

**Action - Hannah Golec to send the list of organisations for the market place to the Steering Board.**

The Inclusion Summit Planning Group also suggested that a 'Who's Who' should be included in the information packs. The Steering Board agreed to this.

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#### **4. Pupil Voices**

Alison Crossick reported that this piece of work has been undertaken by an assistant psychologist, with the Area SENCo, to gain a view and understanding from children and young people around what it means to be included, and around the inclusion charter. Children from six schools participated, which included two primary schools, one middle school, two secondary schools and one special school, which is Manor Green School.

Alison Crossick noted that the children were asked to rate, on a likert-type scale, how comfortable they felt speaking to their teachers. The average rating was 8. The children were also shown a picture of the Inclusion Charter, however they did not know what it was or what it meant. Although it was reported that the children and young people felt that the four principles of the Charter were being followed. Alison Crossick noted we have been focusing on whether or not people have seen the Inclusion Charter, but perhaps that is not what we should have been focusing on.

Debbie Hartick stated this is a really positive message to give to schools. It also gives the opportunity to put some recommendations in. Alison Crossick noted that the recommendations detailed in the paper will move into our 2019-20 action plan.

It was agreed that the Steering Board would read the full paper and once it has been checked and the schools are happy for it to be shared, the paper can then be disseminated more widely. The schools that participated will also need to give their agreement for the paper to be displayed on the Local Offer.

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#### **5. CCG SEND Annual Plan**

Debbie Hartrick presented the CCG SEND Annual Plan to the Steering Board.

Since the DCO role, it has been really important for Debbie Hartrick to do impact analysis work on the projects that the CCG have been involved with. The report is an East Berkshire report, which provides assurance for the CCG that they are heading in the right direction; and the journey is demonstrated throughout. It is worth considering as a resource for OFSTED as it encompassed what the CCG and BHFT have achieved.

Debbie Hartrick noted that the priorities are listed at the end of the report. The priorities are not limited to, but include the following:

- KIDS Young person's participation for children with SEND - on track and ongoing.
- Commence and fully implement Tripartite Panel - children are getting to panel earlier.
- Continue EHCP multi agency audit programme - the third multi agency audit has taken place and there is a big drive to continue this.
- Continue to improve connections with SENCOs and head teachers - Janette Fulwood is attending head teachers meetings.
- ASD and ADHD deep dive review receive recommendations and call to action - this is being undertaken by Attain.

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Debbie Hartick noted that there is an ongoing team action plan in place.

Kevin McDaniel asked about the timescales for the ASD and ADHD priority. Sarah Bellars noted there has been an internal report circulated, but a meeting needs to be held to discuss the report and next steps. This may not be determined at the time of the Inclusion Summit in September 2019.

The report was considered very comprehensive by the SEND Steering Board.

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## **6. EHCP Training Event Evaluation**

Debbie Hartrick reported that the EHCP Training Event - Planning Together for Great Lives, effective & collaborative EHC Plans - was held in February 2019. The evaluations were collated and merged into key themes, which included:

1. Capturing the voice of the child
2. Process of developing an EHC Plan / structure of the plan paperwork
3. Joint working
4. Staff training
5. Resources and building capacity across the system
6. Transition in plans

Debbie Hartrick suggested this is considered for the agenda for the implementation planning group.

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## **7. EHCP Audit 3 - Verbal Feedback and Call to Action**

The third audit took place on the 3rd May 2019 and was around transition, which was best for multi agency collaboration and learning.

Debbie Hartrick reported that over the three audits, the themes that have emerged are the same, so now the actions need to be followed through for improvements to be made in some of these areas over the next year.

Alison Crossick reported that she has set up internal audits across AfC . Assessment Coordinators and Educational Psychologists have been paired for auditing. The second round of auditing is currently underway and there is good practice on both sides.

Kevin McDaniel discussed 'capturing the voice of the child'. Feedback is that the voice of the child is captured well in Part A of the EHCP but it is not developed all the way through the EHC Plan. Information also needs to be pulled through from reports all the way through the plan.

It was noted that the next audit will be the next round of new plans, so whilst the themes remain the same we should see improvement in the next year.

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Debbie Hartrick noted that people want to look at the referral forms too, which has been guided by the group. The auditors are also a lot more confident and vocal. The evaluation for the EHCP event has recommendations for training.

Sarah Bellars queried whether it is a concern that three audits have been undertaken and the same themes have emerged. Debbie Hartrick reassured the Steering Board that there is a lot of improved knowledge within the system.

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## **8. SEND Revisit**

Alison Crossick showed an update on the presentation. There is a page for each month to demonstrate the journey since the SEND inspection in July 2017. Alison Crossick wanted to show the style and format the presentation is currently in, in case it needs to be changed. Showing the journey month by month is to show that we have tried to move forward.

Liz Kelsall noted a concern that there is no impact demonstrated. Alison Crossick noted that we need to collate feedback. Debbie Hartrick agreed to incorporate something from the CCG and Karen Cridland for BHFT.

Joolz Scarlett noted that any statements need to be backed up with data or evidence. It was suggested that a survey is sent to schools. Alison Crossick noted all workstream and organisational reports will be pulled together. Kelly Nash is also gathering data from SENCo's.

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## **9. Updates for Written Statement of Action**

There is one update to the Written Statement of Action:

Action 5.2 b - RAG rated green and not blue.

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## **10. AOB**

Alison Crossick presented the CYPDS service experience feedback that has been collated to date to the Steering Board. Individual comments are currently being collated and themed. Kevin McDaniel noted that a 50:50 split in responses between new EHCP requests and amended EHC Plans is good, and we are capturing the experience of those who have been in the system.

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## **11. Date of next meeting**

Tuesday 16 July 2019, 12.00 pm – 2.00 pm, Desborough 2 Town Hall

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