

SEND Steering Board

Tuesday 17 September 2019, 10.00 am - 12.00 pm
Town Hall, Maidenhead

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
Alison Crossick - Associate Director for Inclusion (interim)
Joolz Scarlett – Head Teacher, Manor Green School
Chris Tomes – Head Teacher, Churchmead School
Karen Cridland – Director of Children’s Service, BHFT
Hannah Golec (Minutes) - Business Support Team Leader for CYPDSm Early Help and Education, AfC

Apologies:

Cllr Carroll - Lead Member for Adult Social Care, Children Services and Health
Janette Fullwood – Head of CYP&F Clinical Commissioning Group
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group

Minutes

1. Welcome and apologies

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

The minutes from the SEND Steering Board meeting on Tuesday 16 July 2019 were reviewed for accuracy and were approved by the Steering Board members. The following outstanding action was discussed: *Alison Crossick to amend the format of the presentation.*

It was reported that since the SEND Steering Board meeting in July 2019, the presentation has been shared with Charlie Palmer, DfE, who recommended the presentation to be along the lines of the eight themes rather than the journey as a whole. In preparation, members of both the Implementation Planning Group and SEND Steering Board have helped to pull together summative reports for each of the eight themes. These will be compared with the presentation and converted into that format within the next week.

In preparation for the written statement of action quarterly meeting with Charlie Palmer on 23 September 2019, the summative reports for the eight themes are a richer piece of work to discuss. The key points for each theme should be highlighted: the achievements and next steps. Alison Crossick noted the presentation slides include too much information, therefore each theme has been taken with the evidence base and the impact. There has not been the opportunity for this piece of work to have been

completed as a group, but it is being presented to the Steering Board to ensure this model is suitable. The evidence will be linked via appendices and web links.

For each summative report, the overall theme and general outcomes were taken, to try and give a bigger overview, and the evidence and impact will be based around these. Liz Kelsall questioned where the general outcomes that were listed in the summative reports had been taken from, as they were not the same as those detailed in the written statement of action. Liz Kelsall stated that she has been using point 3 of the WSoA (titled “Key Themes of the Inspection”) when discussing the outcomes with parents and carers. It was explained that the outcomes had been taken from section 5 of the WSoA (titled “A summary of the outcomes we are seeking to achieve to address the identified weaknesses”). However, through the many iterations of the WSoA, it was discovered that section 5 themes 2-8 had been omitted from recent versions in error and only theme 1 remained. However, section 5 was in the original WSoA and it was considered a concise summary of the outcomes when included in the summative reported. It was agreed this would be discussed outside of the meeting and to look at the current and original versions of the WSoA, to understand where the general outcomes listed in the summative reports had been taken from.

3. Inclusion Summit Update

Minor amendments were made to the Inclusion Summit feedback forms

4. Summative Reports

The first draft summative reports were discussed:

Theme 1

Theme Owner: Alison Crossick

Alison crossick noted the evidence/impact needs to be grouped and sub headed: audits, collaborative working, data analysis and the Local Offer are all areas of work which have led to the overall outcomes of theme 1 being met.

It was noted that the first impact statement is not measurable.

Sarah Bellars questioned whether the evidence/impact may be embedded in other strategies where an item has been discussed specifically around SEND. It was noted there have been three occasions where councillor decisions have been influenced. Councillors are reported to have increased knowledge and awareness of SEND.

The number of “hits” on the SEND local offer was also discussed, as previous user experience was that they did not know where to find items. A “you said, we did” report has been compiled in relation to the Local Offer which is part of our evidence base. Liz Kelsall reported that because the Local Offer launch was a soft launch, she is still coming across a lot of families who are not aware that the Local Offer has changed. Liz Kelsall noted she has included a question in the PaCiP parent / carer survey about the Local Offer. Sarah Bellars noted there is a positive story in the amount of work that we have achieved, and there will be further opportunity at the Inclusion Summit to continue promoting the Local Offer.

It was noted that we need to check all schools have the correct link for the Local Offer. It was also noted that people who have used the Local Offer have given positive feedback. It was discussed that wording around the Local Offer in the EHCP cover letters would be changed to ensure families are aware that the Local Offer has changed and what can be found on the Local Offer.

ACTION: Wording on the Local Offer in the EHCP cover letters to be changed.

Joolz Scarlett felt that some sections looked muddled, and suggested that “impact” should sit above “evidence”. The Steering Board agreed.

ACTION: “Impact” to be reported first, followed by “Evidence”

Sarah Bellars stated we are recognising that we were slow to start with, however we have accelerated. It was suggested that theme 1 should also include strategic coproduction at Steering Group level.

Theme 2

Theme Owner: Debbie Hartrick

It was agreed that there should be links to the evidence rather than this being incorporated into the summative report, as it is too lengthy. Each heading should have one or two sentences that sit underneath it and then the detail is in the link.

ACTION: Sarah Bellars to feed back to Debbie Hartrick.

The capacity around the commissioner and the tripartite panel are areas to include.

Theme 3

Theme Owner: Alison Crossick

Alison Crossick reported the focus is on the overview of the local area. All the work undertaken by the SEND Consultant and Area SENCo has been included and that the graduated response is currently being uploaded.

It was also reported that Early Help has been included as it was not highlighted well enough at the original OFSTED inspection, however the Early Help Hub has improved. The data needs to be included as children are able to access services earlier without the need for a diagnosis.

It was noted that the Health data dashboard should sit in theme 3, which should include all links to published data. The dataset has previously been shared, showing data up to April 2019.

Kevin McDaniel noted that it is a struggle to articulate the “so what?” and “what does it mean?”. Sarah Bellars noted that looking at the waiting times for health assessments, it may look like we have not changed anything but the narrative around it demonstrates that we have done something. It was also noted there may be usefulness in looking at our statistical neighbours to see whether we are similar or not.

Theme 4

Theme Owner: Clive Haines and Joolz Scarlett

In relation to some of the statements, Joolz Scarlett raised the question of “how do we know?”. Kevin McDaniel noted the issue is statistical figures has previously been shared (academic results, exclusion rates) which was all positive. The questions are what more can we do and have we maintained this?

The Local Area SEND Report shows we were previously below the South East, and now we are above.

Joolz Scarlett questioned how do we know that there are more local school leaders engaged? Chris Tomes noted the schools forum have voted and decisions have been made and pushed through due to this. A collaborative approach is what we have been building.

Sarah Bellars questioned whether there are more SEND children placed in a variety of schools, and asked whether their experience is better. Data we can provide is the percentage of children with EHCPs in a number of schools over the last three years.

Theme 5

Theme Owner: Clive Haines and Joolz Scarlett

Kevin McDaniel noted that OFSTED spoke to a couple of schools about the graduated response who felt that it was great if their SENCo was good. All schools have access to the same level of support and it has increased, which is a good news story. Panels also have school representatives which has now increased transparency. This should mean that families have the same consistent and fair experience.

Alison Crossick also noted that the Early Years fund is more widely accessed.

Theme 6

Theme Owner: Alison Crossick

This theme is around EHCPs and 95% of children and young people with new EHC assessment requests will have their plans completed within 20 weeks. The audit tool is being used to ensure the plans are of good quality. Kevin McDaniel noted the transition from statements were all completed within timescales.

Alison Crossick commented on the equitable access to resources: the shared funding arrangements, the matrix, and Panel B. Kevin McDaniel stated we know there are times where we do not get it right, but questioned what our system is to demonstrate that we have tried everything we possibly even if it does not result in what parents, carers or families want. Liz Kelsall believes that we should preempt parents commenting on the staffing and high turnover of staff. Sarah Bellars and Karen Cridland stated the roles are low banded jobs in a high cost area. Kevin McDaniel reported that the team has been restructured to make it more manageable and we have increased capacity; though we still need to be clear about the expectation of the Assessment Coordinator role.

Theme 7

Theme Owner: Liz Kelsall

Liz Kelsall noted that she compiled the theme 7 summative report based on the general outcome in the summative report, which she did not understand. Looking at impact, Liz Kelsall does not believe there has been any specific coproduction to date that has had a specific impact on children and young people.

Chris Tomes noted that when thinking about the Local Offer and the content now available, there are a number of things that Liz Kelsall has brought to the table that have been changed as a result of those discussions. Sarah Bellars agreed that an informed parent who can navigate the Local Offer system effectively is having an impact on the child and young people. The Local Offer and the SEND Handbook are both examples of co-production.

It was also noted that PaCiP has a voice at strategic level, which filters through. The impact from PaCiP means that we have not done things the way that we would have usually done otherwise.

From Liz Kelsall's perspective, she thinks that the involvement is high level and strategic, and the strategic input has a wider influence. Karen Cridland noted that everything they do now cascades down to parents and children. PaCiP has helped to change the mindsets of leaders. Alison Crossick agreed that if you sit at a strategic level, the more impact you have.

It is however more challenging to demonstrate impact. Cultural change takes a long time to flow through the system.

Kevin McDaniel agreed that for the interviews, parents and children have been at the forefront of his mind and therefore the interview questions have been tailored for this reason, and PaCiP have been invited to attend the interviews.

Alison Crossick noted it would be useful for it to be two way and for PaCiP to let us know what PaCiP work is going on as well.

Theme 8

Theme Owner: Kevin McDaniel and Sarah Bellars

Kevin McDaniel and Sarah Bellars apologised as they were not aware they were co owners of the theme 8 report. Items to include will be the DCS meetings, the Joint Commissioning Board and the Tripartite Panel.

It was agreed that all reports should be amended based on the Steering Board discussions are returned by close of play on Friday 20 September. Kevin McDaniel will read the set and will make any amendments necessary.

7. AOB

The timeline for Debbie Hartick's action plan is January 2020.

8. Date of next meeting

Tuesday 22 October 2019, however due to a clash of date with the SEND Participation Event the Steering Board date will be changed and confirmed as soon as possible.
