

MINUTES OF KINGSTON SEND PARTNERSHIP BOARD

Thursday 14 November 2019 at 9.30-11.30am, Queen Anne Suite, Guildhall, High Street, Kingston KT1 1EU

Present			
Ian Thomas (Chair)	IT	Chief Executive	Royal Borough of Kingston upon Thames
Ian Dodds	ID	Managing Director	Achieving for Children
Charis Penfold	CP	Director for Education Services	Achieving for Children
Anna Chiva	AC	Associate Director for Special Educational Needs	Achieving for Children
Alison Danks	AD	Head of Integrated Health Services	Achieving for Children
Alison Twynam	AT	Director Children Social Care	Achieving for Children
Ashley Whittaker	AW	Programme Director	Achieving for Children
Grace Over	GO	Participation Officer for Children and Young People with SEND	Achieving for Children
Jo Sullivan-Lyons	JSL	Strategic Lead: Education Inclusion	Achieving for Children
Scott Gardner	SG	Senior Management Accountant - SEND	Achieving for Children
Sian Wicks	SW	Non-Executive Director	Achieving for Children
Wendy Bolsover	WB	Service Manager, SEND	Achieving for Children
Pauline Maddison	PM	Director of Children's Services	Royal Borough of Kingston upon Thames
Sarah Ireland	SI	Director of Corporate and Commercial	Royal Borough of Kingston upon Thames

Stephen Taylor	ST	Director of Adult Services and Community Housing	Royal Borough of Kingston upon Thames
Brian Gale	BG	SEND Professional Adviser	Department for Education
Alison Stewart	AS	Designated Clinical Officer for Special Educational Needs & Disabilities	Kingston and Richmond Clinical Commissioning Groups
Doreen Redwood	DR	Lead Children's Health Commissioner	Kingston and Richmond Clinical Commissioning Groups
Martin Ellis	ME	Interim Director of Commissioning	Kingston and Richmond Clinical Commissioning Groups
Karen Long	KL	Service Lead, Frontline Services	Your Healthcare
Leigh Edser	LE	Principal	Dysart School
Peter Mayhew-Smith	PMS	Principal	Kingston College
Rachel Nye	RN	Headteacher	Tolworth Infant and Junior School
Sean Maher	SM	Headmaster	Richard Challoner School
Stuart Sweeney	SS	Lay Member	
Julie Cordiner	JC		

Apologies

Cllr Diane White	Lead Member for Children's Services	Royal Borough of Kingston upon Thames
Lucy Kourpas	Director of Finance and Resources	Achieving for Children
Beverley Pass	Parent Representative	Parent Carer Forum
Claire Deadman	Nursery Manager	One Nine Seven Early Years Nursery

Iona Lidington	Director of Public Health	Royal Borough of Kingston upon Thames
Tonia Michaelides	Managing Director	Kingston & Richmond CCG
Laura Smyth	Chief Executive Officer	Yorda Adventures

Minutes		Action
1.	Welcome and introductions – IT	<p>IT welcomed the Board, apologies noted and introductions were made.</p> <p>IT introduced Julie Cordiner, a School Funding Specialist. JC has been analysing our position on funding and looking at how we can manage demand and work more competitively, setting our context within the national context.</p>
2.	Spotlight on innovation, demand management and value for money – AW / JC	<p>AW and JC presented the spotlight on innovation, demand management and value for money, it was agreed at the last Partnership Board that we needed to focus on these areas. The purpose of the session is to look at and make 3-5 desirable changes to the SEND system in Kingston. Points to focus on are quality, funding and levels of need and how they are managed. It was agreed that this discussion would be the stepping stone to longer term arrangements.</p> <p>The Board were asked to split into 4 rotating groups and discuss the following: -</p> <ol style="list-style-type: none"> 1. What would be the 3 biggest changes we could make to bring the vision for SEND in Kingston to reality? 2. How would Partners work differently together to deliver and support these top priorities? 3. What practical steps can we take, as the key partners, to improve forecasting of future needs and bring expenditure under control? <p>After discussion, the main points that were highlighted were: -</p> <ul style="list-style-type: none"> - Consistency of SEND Support for children in mainstream schools

		<ul style="list-style-type: none"> - Therapies Review - Joint commissioning and commercial approaches - Quicker wins and longer term strategies - Equal partnerships, SEND is everyone's business so need to share responsibilities, problems and successes. - Shared set of outcomes with key performance indicators - Strong shared leadership across all partners - Early intervention - Forecasting and being mindful of how circumstances change forecasts - Pre and Post diagnostic support and pathways with particular support for parents - Consistency in the places children attend and schools having a whole school approach to SEND - Co-ordination of health, education and care placements - Parental confidence in our local offer especially for early years and transitions - Financial Awareness, joint commissioning strategy, all partners resourcing Early Intervention and SEN Support not just EHCP - Understanding the wider system and understanding each other's areas and legal frameworks - Framework and statutory duties and messages and being confident to challenge each other - Joint Strategies with one commissioning team - Joint dataset - Dialogistic pathways and understanding childhood trauma and attachment - Shared vision - Multi agency approach and independence building - Buy in from all agencies - Identifying a child's needs earlier with clearer pathways - Market management - Longer term placements 	
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<p>3.</p>	<p>Updates</p> <p>a. Written Statement of Action – CP</p> <p>b. SEND Transformation Plan – AW</p>	<p>a. Written Statement of Action – The report was shared prior to the Board.</p> <p>CP explained that the update meetings continue after the Partnership Board, which include AfC, DfE, Public Health, NHS and CCG. We are now six months on and the purpose of the update meeting is to complete a detailed review of all the measures in the WSOA.</p> <p>Areas that are going well. The quality of EHCPs is improving. There is an emerging QA system and a QA Review across all three partners, education, health and care has begun. Timeliness of Annual Reviews has improved and we have set a more challenging completion from 16 to 12 weeks. The written activities are on track and there has been a lot of training with schools. The work with CCG continues and CP noted that the appointment of Alison Stewart has made a positive significant difference in having a key health partner working with the SEND Team. AC and AS have been working on QA. Another area of focus is the Therapies Review, which is almost completed and is coming to fruition with a clear business case and will be taken forward to both CCG and Education Boards for funding decisions.</p> <p>IT noted that there was a challenge from the DfE at the last Board about pace. BG explained that we will need to evidence that these changes have made a difference and that waiting times are reducing, this is an area where we could be vulnerable. However, BG noted that evidence does show that there has been improvements, even with the Parent Carer Forum (PCF) delays, there has still been co-production and a lot of good work has been completed. CP noted that we need to demonstrate the impact of what we have completed and the assurance that things are better than before and what those measures look like.</p> <p>There was a discussion around waiting times, the therapy service will address these issues before any recommendations are implemented. There was a discussion about a capacity issue in schools and it was agreed to discuss this outside of the Board.</p> <p>The Parent Carer Forum is moving forward, there is still a Parent consortium, but the PCF is almost there and AW has been supporting them with the structure and paperwork. We are engaging with parents and collecting feedback from them, but how that feedback has impacted on quality is important. When we are re-inspected, what parent’s feedback will be critical.</p>	
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	<p>b. SEND Transformation Plan – The report was shared prior to the Board.</p> <p>AW noted that SEND continues to get a much bigger national profile, which is positive. The National Audit Office and the Education Select Committee have made a number of recommendations, not just about funding, but also about policy and the place of SEND in the inspection framework and how that might change what happens in schools. The Social Care Ombudsman have also published a report and the role that they may have in the future in investigating issues in schools. At the last Board it was noted that the Transformation Plan was being updated from 3 to 5 years and would go to the Children’s and Adults Care and Education Committee and the Health and Wellbeing Board in November, this will now be January 2020.</p> <p><i>Workstream One – Co-production.</i> AW noted that Beverly Pass has recently attended a workshop run by Yourhealthcare to meet with parents whose children were on the waiting list for Speech and Language Therapy, which was a positive meeting.</p> <p>The PCF now have a steering group of six members and are moving forward, they are currently looking for an umbrella charity to work with them. They are close to signing the documentation to form the group and should be up and running by the end of the year. Alongside this we will continue to run the Parent Consortium until the PCF is up and running, but long term, the two groups have stated that they wish to merge.</p> <p>Other recent positives, outputs of co-production with children, young people, parents and carers that have happened are all SEN Caseworkers now have easy read guides about them to help when meeting with children and young people. There is also an easy read guide around the EHCP process, which is a significant improvement in this area.</p> <p><i>Workstream Two – Commercial Thinking.</i> AW noted that ME will be working with the newly appointed AfC Commissioning Director, Jessica Thom, who will be joining in early 2020 and who currently works with three LAs and seven CCGs.</p> <p><i>Workstream Three – Local Provision.</i> AW explained that the new academic year has seen significant growth in places and the reliance on the independent sector continues to reduce, with 49 places open in Kingston special schools or specialist resource provisions. This is another positive development. Early interventions, ID described the recent “First 1,000 Workshop”, which is a good example of multi-</p>	
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4.	<p>Performance Dashboard – AW</p>	<p>The Performance Dashboard was shared prior to the Board, AW talked the Board through what is working well and where there are concerns.</p> <p>Since January 2017 the percentage of EHCPs placed in independent special schools has decreased from 15.5% to 10.9%, this will continue to reduce and the aim is for this to come down to 6%, which is the national average.</p> <p>The average cost of a place in an independent non maintained special school has reduced. In Q2 the average cost of a place was 8.6% lower than in 2018/19, which is a significant decrease. There is still a lot of work to complete, but we are moving in the right direction.</p> <p>There have been significant improvements in collecting data, particularly from parents and young people. An area we do need to improve is collecting feedback on SEND support, but there are focus groups taking place in schools before the end of 2019, which will help.</p> <p>Waiting times for occupational and physiotherapy are better than in Q1, the percentage of cases who have to wait more than 18 weeks is down to 53 from 57 for occupational therapy and 20 from 25 for physiotherapy.</p> <p>The completion of EHCPs within the 20 week timescale continues to be strong with 98% in Q2.</p>	

		<p>Areas of concern, funding, which has already been discussed continues to be a concern. In Q2 alone the number of EHCPs increased to 3.7%, which was the time during the school summer holidays. The average cost of a plan is slightly higher in Q2 than in Q1, notably still below the average cost compared to 2018/19. Waiting times for Speech and Language appointments has increased since Q1, clearing the backlog is a priority and a programme of work is underway to address these issues.</p> <p>An increase in the proportion of fixed term exclusions relating to children and young people with SEND was noted, but at this stage, due to the longer term average still being well below national average and the low actual numbers due to summer holidays, this is not believed to be a significant issue. In general, in Kingston the exclusions are very low and below the national average in those relating to SEND. We will continue to monitor this.</p> <p>IT asked if we were happy with the Governance arrangements in place to ensure there is traction on issues between Board meetings on actions previously agreed. AW explained that we only report on actions where there hasn't been sufficient traction, outstanding issues or if there is a significant update e.g. with workforce at this meeting due to the progress that has been made since September. The full action list is also circulated with the minutes of the previous meeting five working days before for the Board to consider.</p>	
5.	<p>Actions</p> <p>Workforce – ID</p>	<p>ID noted that there were three items to report and 2 requests.</p> <p>Firstly, after the last Workforce Board a survey was issued to collect information on the workforce. Analysis of the data/feedback has begun, but it is proving challenging as not all agencies and organisations have sent in their returns. The first request is please return data/feedback so that a complete analysis of the entire workforce can be completed. ID will resend the data capsule tool to those who have not replied. Thank you to those who have replied.</p> <p>Secondly, after the last Partnership Board in September, a second survey was issued about workforce skills, knowledge and competency. The second request is to please complete the survey so that a baseline can be established for staff working with children with SEND. The survey will be sent again, thank you to those who have replied.</p>	<p>ID</p> <p>NG</p>

		<p>Thirdly, a Task and Finish Group has been established, chaired by ID, the purpose is to determine what is done with the data that has been collected from the data capsule and the knowledge survey, which is looking at issues of recruitment and retention all the way through to what skills we want the workforce to have e.g. from induction to specialist practitioner. As a result there will be a strategy, which will be highly focused on an action plan and a working tool to deliver improvements across the whole workforce working with children and young people.</p>	
6.	<p>Forward Plan</p> <p>a. Future items for spotlight</p> <ul style="list-style-type: none"> - Post 16 Provision - Transitions to Adult Services <p>b. LBR LGA SEND Peer Challenge (January)</p>	<p>a. Future items for spotlight</p> <p>Post 16 Provision – PM-S noted that he would be happy, if all agreed, to discuss and share what can be done to improve the service and to look at innovation, challenges with accommodation and also introduce the new Assistant Principal for SEND at the Partnership Board in January 2020.</p> <p>Transitions to Adult Services – ST agreed to present an update. CP suggested that the recent conversations about 16-25 canvas locally could be included.</p> <p>b. LBR LGA SEND Peer Challenge (January)</p> <p>This will be discussed in detail in January, once the report has been received, but the headlines are: -</p> <ul style="list-style-type: none"> ● There was a positive energy and enthusiasm amongst the team, which was celebrated. ● Early Years was seen as a significant strength by Providers and families. ● Quality of Plans – They noted that plans were in a much better place than this time last year. ● An area of focus was joint working between partners e.g. the quality of the social care and health outcomes and evidence submitted for EHCPs is an area to think about. ● Commissioning and what we mean by commissioning and do we all mean the same thing, needs clarity. 	
7.	<p>Other information, questions or suggestions</p>	<p>GO noted that she will arrange for a young person to attend the next board.</p> <p>Suggestions for the forward plan: -</p> <ul style="list-style-type: none"> ● Therapies Planning Discussion ● Parent Carer Forum Update 	

		<ul style="list-style-type: none"> ● Emotional Health ● Children and Young People Feedback 	
8.	Finish	<p>To conclude, IT noted that it was good to spend time discussing ideas for innovation, prevention and early intervention - action plan to be updated with the ideas from the session. We are raising the profile of SEND financial challenges and lobbying at a national level for a sustainable solution that Kingston and many other LAs are facing. We need to continue to focus on our vision, and embed so that all across the system are aware of what our vision is and the roadmap to achieve it - this will be critical when we are revisited by regulators who will want to test that as a system we have an ambition to achieve excellent outcomes for children with SEND, and that staff, parents and carers are able to articulate improvements made. Timeliness of response is excellent and as we continue to deliver against our transformation plan improved quality will be critical. Placement sufficiency has emerged as a key priority and joint commissioning to achieve gaps anticipated in future years is critical. Cost control needs to be managed and we need to be incisive and commercially focused on how we commission. We have, and are lucky to have a rich array of talent across our system with contributions from all partners.</p> <p>IT announced that ID has been appointed as Joint Director of Children’s Services for Richmond and Kingston. The Board congratulated ID.</p> <p>IT ended the meeting on a positive note, a good news story about inclusive schools, with Kingston coming third in England. The link was to be circulated after the Board.</p>	AW

Future meeting dates: -

23 January 2020, 2-4pm, Queen Anne Suite, Kingston