

MINUTES OF KINGSTON SEND PARTNERSHIP BOARD

Wednesday 13 February 2019 at 9.30-11.30am, Committee Room One, 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
Alison Twynam	AT	Director Children Social Care	Achieving for Children
Ashley Whittaker	AW	Programme Director	Achieving for Children
Eamonn Gilbert	EG	Associate Director for Commissioning	Achieving for Children
Jo Sullivan-Lyons	JSL	Strategic Lead: Education Inclusion	Achieving for Children
Sian Wicks	SW	Non-Executive Director	Achieving for Children
Wendy Bolsover	WB	Service Manager, SEND	Achieving for Children
Cllr Diane White	DW	Lead Member for Children's Services	Royal Borough of Kingston upon Thames
Pauline Maddison	PM	Director of Children's Services	Royal Borough of Kingston upon Thames
Brian Gale	BG	SEND Professional Adviser	Department for Education
Claire Deadman	CD	Nursery Manager	One Nine Seven Early Years Nursery
Iona Lidington	IL	Director of Public Health	Royal Borough of Kingston upon Thames
Julia Travers	JT	Director of Commissioning	Kingston & Richmond CCG
Karen Long	KL	Service Lead, Frontline Services	Your Healthcare
Laura Smyth	LS	Chief Executive Officer	Yorda Adventures
Leigh Edser	LE	Principal	Dysart School
Sean Maher	SM	Headmaster	Richard Challoner School
Stuart Sweeney	SS	Lay Member	
Tonia Michaelides	TM	Managing Director	Kingston & Richmond CCG

Apologies		
Anna Chiva	Associate Director for Special Educational Needs	Achieving for Children
Joan Myers	Associate Director for Health Services & Chief Nurse	Achieving for Children
Rachel Nye	Headteacher	Tolworth Infant and Junior School
Sarah Ireland	Director of Corporate and Commercial	Royal Borough of Kingston upon Thames
Stephen Taylor	Director of Adult Services and Community Housing	Royal Borough of Kingston upon Thames

Minutes		Action
1.	Welcome and introductions – IT	IT welcomed the Board and introductions were made.
2.	<p>Draft Terms of Reference (TOR) – ID</p> <p><i>The Board has considered and agreed its TOR.</i></p>	<p>The ToR were reviewed and it was agreed that when making amendments the following should be considered:-</p> <ul style="list-style-type: none"> • Vision – It was suggested that the word unlock should be replaced and use enabling each child to fulfil their individual potential, or similar. When referring to engaging in learning, the focus on impact and support in outcomes should be reflected. • The Transformation Plan should be included. • Quality should be included when referring to our EHCPs. • Timeliness should be featured, not just about our statutory, but also about the services our families receive. <p>Early intervention needs to be included. It was noted that as a Board there is a need to balance the resource to do early intervention alongside the statutory duty responsibilities, and manage the resource effectively for maximum impact.</p> <p>ID noted that the ToR had been co-produced with parents and it was agreed that parents would need to be consulted again once any amendments have been made.</p>

		<p>ID gave a brief update on the reason why the Parent Carer Forum (PCF) were not included in the ToR. ID explained that this will be discussed at Item 7. There was no intention not to include the PCF. There is currently no PCF, Contact a Family are assisting with recruiting a new forum and the meeting is planned for the end of February 2019. The plan is to include parents on the Board once arrangements have been put in place or alternative arrangements are made.</p> <p>The ToR will be redrafted and circulated with the minutes. Action – ID / AW</p>	ID/AW
3.	<p>Draft Memorandum of Understanding (MOU) – ID</p> <p><i>The Board has agreed how partners will work together to transform SEND support and services to inform the development of a MOU between agencies.</i></p>	<p>ID explained that the plan is to agree how the Board will work together as set out on Page 11 of the Transformation Plan. The Board need to agree a way to work together in order for the draft MoU to be prepared for the next Board meeting.</p> <p>It was agreed that joining together the Board can achieve better value for money and better outcomes for children and young people (CYP). It will be effective and efficient in the use of managing resource and will work with finance and the workforce to achieve this.</p> <p>There was a discussion about the escalation of disagreements and how conflict is solved. The governance arrangements need to be reviewed, but conflicts could be reported to the Health and wellbeing Board. The Board agreed that it would not be the intention to disagree, the intention would always be to work together in collaboration and partnership to improve outcomes for CYP. The Board will show disinterest in their own organisations to pursue positive outcomes for CYP, but conflicts need to be included, but always in the best interest of CYP.</p> <p>CYP need to be put first and this needs to be included and will always guide the Boards decisions, their voice needs to be heard and reflected in the MoU.</p> <p>Workforce – CP explained that the SEN Team, following the self-evaluation, are completing training with workforce development. There is ongoing sharing of information at a strategic and systemic level across different teams, but also more bespoke training for those who are doing the work on a day to day basis. There have been update presentations to all Children’s Social Care and Family Support Teams, also therapist and health teams.</p>	

		<p>Finance – Being better is cheaper, there needs to be a plan, look at committing to commissioning and being strategic with our services, but also improving the quality of our services and systems. The possibility of a Joint Commissioning Strategy and use of pulled budgets needs to be explored further. Action - ALL</p> <p>Early Intervention – Needs to be included and tracking the impact.</p> <p>Early identification, forecasting, prediction and how the Board will work together more effectively and share analytical work needs to be included.</p> <p>The MoU will be drafted for review at the next meeting. Action - ID</p>	<p>ALL</p> <p>ID</p>
4.	<p>Written Statement of Action – CP</p> <p><i>The Board has been updated on the Written Statement of Action submitted to the Department for Education following the local area SEND inspection.</i></p>	<p>CP gave an update on the Written Statement of Action (WSOA), which was issued after the Local Area SEND inspection for Kingston on 17-21 September 2018. The inspection looked at the impact of the reforms and the impact for children and young people. The WSoA was issued as it was felt the self-evaluation was broadly accurate, but insufficient progress was made in implementing the reforms, too many children and young people with SEN did not receive the support to meet their needs. CP explained that a lot of work had been completed prior to the inspection to respond to the 2014 reforms and it was clear that there was a vision and desire to improve, but the vision is too far from becoming a real. A sample of EHCPs were reviewed and considered not good enough in a number of areas, particularly with a lack of input from health and social care. Annual reviews were not updated and did not record the child’s progress and outcomes. It was noted that there was a lack of local intelligence and joining with partners in the local area was not effective and also the CCG did not have oversight of services for children with SEND.</p> <p>There were positives reported, one of which was Early Years and early intervention, also participation with young people and the work done in SPA.</p>	

		<p>The 4 areas for us to improve are: - 1. the overall poor quality and monitoring of EHC plans, including contributions from health professionals, 2. the timeliness of leaders ensuring that the annual review process and any subsequent amendments to EHC plans are consistently made in line with the SEN code of practice, 3. the strategic leadership of and monitoring of the CCG's work in implementing the 2014 reforms, 4. to ensure that there is a productive and positive relationship between parents and parent representatives, including a parent carer forum.</p> <p>We are now being asked, and need to be clear about, how the WSoA will improve outcomes for children and young people. CP and Doreen Redwood, from the CCG, completed and submitted the WoSA to Ofsted on 8 February 2019. CP noted that the WSoA, together with the Transformation Plan, had been submitted to the Kingston Children's and Adult's Care and Education Committee and as a result there has been a Call-in for the WSoA. Ofsted have been notified, this has never happened before, and advised that there may be some amends. Ofsted have given us until the 25 February 2019 to return a revised plan, otherwise they will accept the initial WSoA for their assessment and feedback. Ofsted then have 10 days to response and inform us if the WSoA is fit for purpose, AfC then have 20 days to respond to the comments and then submit the final version. In regard to the Call-in it was agreed that there was sufficient time to review the amends and that the monitoring officer had been sent the email from Ofsted, so they were of the timescales.</p> <p>There will be monitoring visits with the DfE and NHS England, the first of which is after this meeting, to discuss our progress and actions to date.</p> <p>There will be a focus on how progress is reported and how it is captured effectively for the four areas of improvement and also how the different elements come together. There will be general performance data i.e. plans within the 20 week timescale, Annual Reviews completed. There will be a focus on feedback from service users, schools, providers, parents and young people. There will be updates from Workforce and how confidence and competency moves forward. Performance</p>	
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<p>5.</p>	<p>SEND Transformation Plan – AW</p> <p><i>The Board has been updated and commented on the draft content of the SEND Transformation Plan.</i></p>	<p>AW gave a brief update on the historical background of the Transformation Plan. A review for Richmond and Kingston was completed during January and May 2017. Workstreams were set up and a lot of work has been ongoing as a result. Since March 2018 there have been a number of consultations delivered under SEND Futures where discussions were around how education, health and social care could work better together. There was conference which involved parents, schools and young people, as a result the SEND Futures Vision 2020 was created.</p> <p>The DfE supported a grant of £3M to Kingston and requested that we deliver a 3 year plan to outline how we are responding to the ongoing budget deficit.</p> <p>Some of the key issues which will be prioritised over the next 3 years are early intervention, children with SEND are supported to remain in mainstream schools. Improving the quality of local education, health and care provisions for children with SEND. Improving commercial approaches to the commissioning of SEND support. Engaging with stakeholders and parents / carers in reforming the SEND system and strengthening transition for children with SEND through schools phases. Details of the six workstreams, chaired by AfC SLT, were outlined.</p> <p>There was a lot of consultation involved with families, children and adults, which ran from November 2018 to January 2019 via direct mail, social media, the voluntary sector, providers i.e. schools colleges and the school governor service. It was noted that there were 257 responses, which provided useful information to help with planning and providing provisions going forward.</p>	

		<p>In terms of next steps, parental participation/co-production needs to be delivered. Meeting with the DfE about the WSoA and Transformation Plan will continue, as will meetings with the various council committees i.e. Children’s and Adults’ Care and Education Committee and the Health and Wellbeing Board. The Transformation Plan will be published in April 2019 and a consequence there will be iterations of the Transformation Plan. Alongside this the new SEND Strategy will be published in the summer 2019. There will also be regular consideration at the CCG Governing Body, the Children’s and Adults’ Care and Education Committee, the Schools forum and this Partnership Board.</p>	
6.	<p>Progress report – AW</p> <p><i>The Board has received a highlight report on progress made by the working groups.</i></p>	<p>AW gave an update on the progress report, circulated prior to the meeting, which details priorities, risk and issues and decisions required.</p> <p>Outcomes are generally positive for children and young people locally, but there are areas which could be improved. Transformation infrastructure is now working and this is in recognition that what was happening before was not enough. The Education Inclusion Service has been running since September 2018. Annual reviews are now being completed. Specialist places are expanding and discussions have been ongoing since March 2018. The council has confirmed ongoing investment in the early intervention funding, and this will be beneficial. Also the growth in expenditure is beginning to slow down and as a result financial performance is improving. The other area that is working really well is partnership working with the council and adult social care with better shared decision making.</p> <p>The areas where there are concerns are parental engagement needs to improve, this will be discussed in item 7. Overspend needs to be reduced. More resources need to be invested in therapies. The decision making processes needs to be improved, there are a number of committees, but we need to ensure there is positive progress to make changes. The school / high needs block relationship is challenging and needs to be managed. EHCPs continues to grow, despite the work in early intervention.</p> <p>After discussion it was agreed that we are committed to ensuring that SEND transformation needs to be a priority for everyone, this is everyone’s business, especially the finances and better communication.</p>	

		<p>It was noted that therapies is a key area for schools who cannot afford the support that children with SEN need if they are to remain in mainstream school and keeping children local. There will need to be difficult conversations with school / AfC about how the finance is going to work. It was noted that the Schools / High Needs Block money will not be moved without School Forum approval. It was agreed that there will be a presentation to headteachers regarding the wider Council financial situation which will help schools understand wider dependencies between all budgets. CP to liaise with SI. Action – CP / Sarah Ireland.</p> <p>It was noted that there is a good relationship with colleges, who will be part of the board going forward. The college and vocational pathways are working well and have increased and these are not founded through the DSG, which is positive. A local provider is starting a supported apprenticeships in September 2019.</p> <p>There was a conversation around the responses to the consultations, which were in line with historic responses received by AfC.</p>	CP / SI
7.	<p>Spotlight: parental engagement – IT</p> <p><i>The Board has a focused discussion on how best to achieve parental engagement and co-production in transforming SEND support and services.</i></p>	<p>There was a discussion about the history of the Parent Carer Forum. ID explained that SEND Family Voices decided to wind down and cease being our PCF in September 2018, although they still exist as an organisation. The DfE are currently in communication with Contact a Family to establish a new parent forum, but this is a slow process. Alongside this AfC are trying to establish something similar in a more timely manner. Going forward there will be two separate forums for Richmond and Kingston. It was agreed that there needs to be a fair range of parents, the groups will need to be managed to move forward constructively. It was agreed to have children and young people engagement and work with schools to encourage parents to come forward and it was agreed there would be more impact if the letter came from schools. CP to liaise with schools regarding PCF representation. Action – CP</p> <p>ID noted that some parents have requested being paid to be part of the forum. After discussion it was agreed that expenses could be paid.</p>	CP
8.	Any other business	No items reported.	

Future meeting dates: -

02.05.19 at 9.30am

11.07.19 at 9.30am

17.09.19 at 2pm

14.11.19 at 9.30am

23.01.20 at 2pm