

### Minutes

<b>Title of Meeting:</b>	SEND Programme Board	
<b>Purpose or Mandate:</b>	To provide strategic oversight and direction for the implementation of the SEND reforms	
<b>Date:</b>	26 January 2021	
<b>Place:</b>	<b>Teams Meeting</b>	
<b>Times:</b>	10.00-13.00	
<b>Members:</b>	Allan Cadzow (AC) ( <b>Chair</b> ) Judith Mobbs (JM) ( <b>Joint SRO</b> ) Lisa Nobes (LN) ( <b>Joint SRO</b> ) Jaime Hawkins (JH) Lawrence Chapman (LC) Walter McCulloch (WMc) Nicki Howlett (NH) Paul Hill (PH) Anne Humphrys (AH)/Clare Kingaby-Lewis Sharon Jarrett (SJ) Adrian Orr (AO) Rebecca Hulme (RH)/Tracy McLean (TMc) Nic Smith-Howell (NSH) Garry Joyce (GJ) Lianne Nunn (LN) Sarah Nasmyth-Miller	Director for CYP (SCC) AD, Inclusion & Skills (CHW, SCC) Chief Nursing Officer, East and West CCGs SEND Programme Manager CEO SENDAT AD Children's Social Care and Youth Justice SENDIASS CFYP Suffolk NSFT Suffolk Parent Carer Network Public Health AD, Education & Learning (CHW, SCC) Great Yarmouth & Waveney CCG AD of Integrated Community Paediatric Srvs AD Children's Transformation (SCC/CCGs) Associate Director of Nursing- CYP and MH Head of Operations and Partnerships, ACS
<b>Invited to Attend</b>	Tracy Winwood (TW), SEND Manager (Family Services) Mark Gower (MG), GY&W CCG DCO Kathryn Searle (KS) IES/WS CCG DCO Clare Besley (CB), Integrated Service Manager Hannah Holder (HH) Practice transformation Lead, Moving into Adulthood Fran Alexander (FA) Standards and Excellence team Dr Ben Solway (BS) – NHS Rowena Mackie (RMc– SEND Lead Northgate School Tom Maltby (TM)– Holbrook Academy	
<b>Invited Guests:</b>	Gemma Morgan	

**PART A – contains items that could be disclosed in full to the public and staff**

<b>Item No</b>	<b>Estimated Timing</b>	<b>Item Description</b>	<b>Lead Officer</b>	<b>Attachment</b>
1.	10.00-10.05	<b>Welcome &amp; Introductions &amp; Apologies</b>  <b>Lisa Nobes &amp; Rebecca Hulme</b>	Allan C	
2.	10.05-10.30	<b>Minutes from September 2020 Meeting – To agree</b>  AC reviewed the minutes for accuracy.  <b>Action Log-</b> to update action log.  AC covered all actions for updates – those not yet complete to be actioned and moved forward.  <b>Forward Plan</b>  AC asked for new items for March board – SEND strategy sign off, PEX, Programme Governance, Impact and Response to Covid and risk review.	Allan Cadzow	
3.	10.30-10:50	<b>SRO Report (to include Priority Board Reports)</b>  JM and LNunn ran through key areas of the SRO report and covered the impact of the 3 <sup>rd</sup> lockdown on services and subsequent impact on families.  NH – offered support to services in conversations with families helping them to understand potential delays etc.  JM confirmed that sufficiency plan work continued with some good progress via some sessions run by WM.  JM confirmed that there are some delays with the specialist provision work but that mitigations and alternative options were being explored and would be communicated.  AH asked if the programme report could have a summary update on specific actions for each priority areas that could be shared with parents and carers to demonstrate progress. JM agreed that as part of the governance review this could be included.	Judith M	

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4.	10:50–11:15	<p><b>SEND Performance KPIs</b></p> <p>JM and LNun covered the commentary in the KPIs.</p> <p>TM asked how he could understand more about the options for him as a school head when faced with potential PEX.</p> <p><b>Action</b> – JM/TM to meet to discuss how this can work moving forward.</p> <p>NSH – confirmed that focus was on clinical response so capacity was an issue, also the group interventions are impacted by lockdown.</p> <p>SG confirmed NSFT has reduced capacity through absence and therefore service provision affected. SG confirmed that a letter and leaflet is being prepared to signpost families to self support/help.</p> <p>PH also confirmed an external webpage to support families was also available with MH support etc.</p> <p><b>Action</b> – PH to share link to website with SPCN and JH for further sharing.</p>	Judith M	
	11:15 -11:30	<b>Comfort Break</b>		
5.	11.30-12:00	<p><b>High Needs Recovery Plan</b></p> <p>JM and GM gave an overview of the DSG recovery plan and background to funding over the years.</p> <p>GM explained the spreadsheet return and level of detail etc provided.</p> <p>A presentation detailed the gaps in funding for Suffolk and confirmed the recovery plan details that are being submitted.</p> <p>AH asked if there could be a communication piece to highlight to parents/carers how the funding works, the gaps, value for money etc.</p> <p><b>Action</b> – JM/GM/AH to meet to agree comms and how this can be achieved.</p> <p>JM confirmed the lack of equity in funding for SEND is being escalated/lobbying via ME through F40 group and MPs.</p>	Gemma Morgan	

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6.	12:00-13:00	<p><b>SEND Strategy 2021 – 2023</b></p> <p>JH ran through the strategy report and then sought feedback on the one page document from the board.</p> <p>NH – asked if we could ask families what the barriers might be to achieving the planned activity in the strategy. JH suggested that a question around barriers be added to the public consultation questions.</p> <p>RM fed in that she liked the vision and it was positive. Requested that there was a specific mention of communicating with education in priority 1 and that it was important for those in education and families to understand the pathway/process of the SEND journey. JH – agreed that these would be picked up as part of the objective areas.</p> <p>TM – Felt it was really important to ensure the move from primary to secondary for those without an EHCP with SEN – no information should be lost and this should be standardised as a process. JH – confirmed that this would be picked up as part of the objective areas.</p> <p>JM- offered her thanks to all who had contributed to the strategy co-production and development to get it to this stage.</p> <p>JM requested agreement for the governance of the strategy be reviewed as part of the wider programme governance. She suggested a small task and finish group to take this forward – this was agreed by the board. <b>Action</b> – JM to set up task and finish group to review the governance.</p> <p>JH confirmed the next steps of the strategy work. Public consultation starting in Feb and a revised strategy document will come back to the board in March.</p> <p>JH to share revised one page plan with the board and provide communication brief to be shared by members to link to the public consultation.</p>	Jaime H	
7.	13.00	<p><b>Next Meeting is scheduled for Thursday 25 March 2021, 10-1pm as a MS Teams meeting.</b></p>		