

### Minutes

<b>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>	31 March 2022	
<b>Place:</b>	<b>Teams Meeting</b>	
<b>Times:</b>	10:00-13:00	
<b>Members:</b>	Allan Cadzow (AC) (Joint Chair) Lisa Nobes (LN) (Joint Chair) Ros Somerville (RS) (Joint SRO) Lianne Joyce (LJ) (Joint SRO) Wendy Allen (WA) Lawrence Chapman (LC) Codrutza Oros-Marsh  Nicki Howlett (NH) Paul Hill (PH)/Sarah Gibbs (SG) Sharon Jarrett (SJ)/Nicki Cooper (NC) Adrian Orr (AO) Rebecca Hulme (RH)/Tracy McLean (TMc) Nic Smith-Howell (NSH) Garry Joyce (GJ) Sarah Nasmyth-Miller (SNM) Rowena Mackie (RM) Tom Maltby (TM) Lynne Stabler (LS) Toni Wasag	Director for CYP (SCC) Chief Nursing Officer, East and West CCGs AD, Inclusion (CHW, SCC) Associate Director of Nursing- CYP and MH SEND Programme Manager CEO SENDAT AD Children's Social Care, Corporate Parenting, Commissioning and Youth Justice  SENDIASS CFYP Suffolk NSFT Public Health AD, Education, Skills & Learning (CHW, SCC) Great Yarmouth & Waveney CCG  AD of Integrated Community Paediatric Svcs AD Children's Transformation (SCC/CCGs) AD, ACS Head Teacher Northgate School Head Teacher Holbrook Academy Head Teacher St Mary's SPCF
<b>Invited to Attend</b>	Izzy Connell (IC), Headteacher SES – Priority Lead Mark Gower (MG), GY&W CCG DCO Kathryn Searle (KS) IES/WS CCG Clare Besley (CB), Integrated Service Manager - Priority Lead Fran Arnold (FA), Head of Children Social Care Field Work Julia Ilott (JI)– Engagement Hub Lead Francesca Alexander – Head of SEND Hannah Holder – DCSO Jack Walker - DCO	

<b>Invited Guests:</b>	Dominic Luscombe (DC) Impower Amy Long (AL) Impower Anita Farrant - Programme Manager CCG

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

Item No	Item Description	Lead Officer
1.	Welcome & Introductions.  Apologies: Sarah Nasmyth-Miller; Sarah Gibbs; Rebecca Hulme; Clare Besley, Fran Alexander, Mark Gower (Gemma attending), Nicki Cooper, Lynne Stabler, Fran Arnold, Rowena Mackie, Jack Walker and Kathryn Searle	Allan Cadzow
2.	Minutes from January 2022 Meeting  Agreed minutes  Action Log- to update action log.	Allan Cadzow
3.	Case Study  Reflections from Board members:  The new Specialist Education Service (SES) should improve this young person's experience. SES are working hard to ensure schools are aware and remove the myths such as need to exclude to refer to SES, and that SES cannot support if a child is not in school.  Concerns that EHC Needs Assessments are still refused even when the letter sent acknowledges SEN.  Work being undertaken with IMPOWER will support how panels make decisions and ensure improvements are made where necessary.  Work is underway with the Safer in Schools board, regarding part-time timetables. We need to be informed if a child is on a part-time timetable.  Suggestions:  Case studies should be used as part of Quality Assurance process  <b>ACTION – NH to email Paul Hill re case mentioned on not receiving help after self-harming (once permission has been sought).</b>	
4.	<b>SPCF Coproduction Update</b>  Launch event on 1 <sup>st</sup> February, went well and was beneficial to members, Barnardos, Activities Unlimited, Garry presented for NDD Pathway. Dale Webster presented 'Learning Together' the learning programme for parents to support children and young people in transition for post 16.	Toni Wasag

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	<p>Shared survey responses to date with members – Asking members lived experience of last 4 months.</p> <p>SPCF have been involved in coproduction – 26 meetings across SEND system.</p> <p>Currently have 240 members.</p> <p>Website data 928 page views</p> <p>Facebook has a lot of follows and people reached</p> <p>An emergency management meeting is being arranged to look to change governance structure – changing to Charitable Incorporated Organisation – changing due to liability and funding.</p> <p>First face to face open event 6<sup>th</sup> May 2022.9:30 – 12:30 – AC and WA can attend.</p> <p>The board noted that the list of coproduction is huge, we need to assist in prioritising, and reduce intense pressure on the Forum.</p> <p>Forum requested that we share the positive wins and show that things are changing.</p> <p><b>ACTION – LJ meeting with SPCF &amp; YPN – Friends and Family Test can these be used with YP. JI – lots of feedback from YP on comms and how we can make information more accessible.</b></p> <p>SW – Clear explanation of who to email for EHCNA request.</p> <p><b>ACTION - WA to follow up regarding email address on Local Offer to request EHC Needs Assessment.</b></p>	
5.	<p><b>SRO Report and SEND Performance KPIs</b></p> <p>Updated on SR – Explained how SEND Priorities and Integrated plan workings.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Time to listen events have occurred, requests have reduced, and we are working with SPCF to ascertain how we can ensure we are providing opportunities for our parents are to be heard.</li> <li>• Inclusion Support Line is being resourced to support school settings, these officers will assist in navigating the local offer and extend gathering information from Health &amp; Inclusion.</li> <li>• SEND Decision making panels are still progressing, panels have moved to area base and new Family Service Managers will chair. Panels now have health and social care involvement.</li> <li>• Specialist Education Service are supporting schools. The graduated response is having success in schools being supported at the appropriate time.</li> </ul>	<p>Lianne Nunn &amp; Ros Somerville</p> <p>Wendy Allen</p>

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	<ul style="list-style-type: none"> <li>• Annual Reviews data shows an improvement from 22% in phased transfers for 2021 to 82% in 2022 (This number needs to be verified)</li> <li>• Post 16 phased transfers are not expected to see the same improvement due to capacity, the number of annual reviews received from schools, and pupils awaiting exam results before their school/placement has been agreed.</li> <li>• Processes and staff are in place for the CHRIS service. However, there are still a number of young people that are tipping into crisis point and that need additional support. Looking at how we can further improve the service to support young people at these difficult times. Service review will take place at 8 weeks.</li> <li>• Looking at a peripatetic team that will include care organisation, mental health trust and new band 7 roles across NSFT and West Suffolk to be mental health trained to coordinate care when young person needs to go to a setting. Will include to look at if they are awaiting a care placement what wrap around care can be provided whilst they wait.</li> <li>• Looking at difference of school nurses and nurses in special schools to mainstream.</li> <li>• The PATH programme is about resilience building in schools, working with everyone to build resilience in primary age children and what are those skills that children need to develop at an early age, this programme has been extended and sessions to explain this to schools are due to start.</li> <li>• A managed transfer is currently underway for young people who will be moved to the Neuro pathway, which is being run on a soft launch prior to the formal launch to learn and tweak the process as required.</li> <li>• Expect to start receiving referrals into the new pathway from 25 April 22, referral form will be on the Local Offer, SPCF and SENDIASS website.</li> <li>• Reassurance that families are being helped in that same order of when original referral was made</li> <li>• Discussed how KPIs need to be reviewed and a working group is required. Email will be share by WA to gather feedback from SEND Programme Board.</li> </ul> <p><b>ACTION – Programme Board members to provide feedback on KPIs following receipt of email from WA</b></p>	
6.	<p>Update Integrated Plan &amp; Scrutiny Recommendations</p> <ul style="list-style-type: none"> <li>• Specific group of colleagues from Family Services are working with IMPOWER, an initial workshop has occurred and will be focusing on strength-based conversations, to improve communication in 1:1, EHCNA communications.</li> <li>• Team capacity analysis has been completed Leadership are now looking at recruitment.</li> </ul>	<p>Ros Somerville/ Dominic Luscombe</p>

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	<ul style="list-style-type: none"> <li>V-SEND is being trialled in schools; this is a model of assessment for schools to use to have a consistent approach. This is going well, and initial feedback is good with some constructive comments.</li> </ul> <p>The Programme Board welcomed the update and level of detail in the work and asked when impact will start to be seen.</p> <p>Impact work will be gathered by the Outcomes and KPIs. Future updates to further consider providing evidence of impact. Noted that much needs to change to have wide impact, but small wins as stated by SPCF are signs of impact too.</p>	
7.	<p>Dynamic Support Register (DSR) and Key Working Document Ratification</p> <ul style="list-style-type: none"> <li>DSR Review Meeting TOR</li> <li>CYP DSR &amp; CETR Protocols</li> <li>Key Working Steering Group TOR</li> <li>Key Worker Escalation Policy</li> </ul> <p>Intro of Anita Farrant, Dynamic Support Register (DSR) and Key Working Function. Most important document will be the Key Working Escalation document and protocols for the DSR.</p> <p>Key worker function is a commitment to a long-term plan that every YP with autism will have a key worker to ensure they are having the care, education and treatment to reduce the likelihood of them attending a hospital. Monitoring the outcome and recommendations of Care Education Treatment Reviews and if for some reason they are not being provided they will investigate and see why, and if they cannot resolve they will escalate to providers senior managers and commissioners.</p> <p>Ask to SEND Programme Board is for agreement from everyone on how we will manage the escalation policy, we have based the proposal on the safeguarding escalation policy, has been tweaked to make sense for the key working purpose. Use the principles that were coproduced at an event in November 2021. Will need signing off by senior managers in SCC, CCG, SPCF and NSFT.</p> <p>Agreed. AF to circulate as required.</p> <p>The CCG decided to separate adult and children DSR these documents are looking at how to improve the protocols around the children's DSR, it is in draft and remains in draft as updates are due in June 2022. A document is required that can be referred to even if changes are due.</p> <p>Currently you can only be referred by Social Worker, Health Worker or a teacher this will change and will have a self-referral. A study will be undertaken by KS &amp; AF to understand the impact and how it will grow.</p>	Anita Farrant
8.	<p>Communication Plan</p> <p>Presented update to Programme Board on communications and impact.</p>	Wendy Allen

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	<p>Board approved of format and were encouraged by the increase in comms.</p> <p>SPCF requested to be kept in form when Local Offer website has changed so they can communicate the improvements.</p> <p><b>ACTION – WA to share with Local Offer team to update SPCF when changes are made to website that can be shared with Parent/carers.</b></p>	
9.	<p>Forward Plan</p> <p><b>ACTION – WA to send out link to green paper and education white paper</b></p>	Allan Cadzow
10.	<p>Any Other Business</p> <p>Update on NDD Pathway is good to hear. – What support is being put in place in Waveney.</p> <p><b>ACTION – to discuss with Rebecca Hulme Waveney equivalent for NDD Pathway.</b></p>	All
	Next Meeting is scheduled for Thursday 27 May, 9am – 12pm via MS Teams	