

MINUTES

Meeting:	SEND Programme Board	
Purpose or Mandate:	To provide strategic oversight and direction for the implementation of the SEND reforms	
Date:	29 September 2022	
Place:	Teams Meeting	
Times:	10:00-13:00	
Members:	<p>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</p> <p>Nicki Howlett (NH) Paul Hill (PH)/Sarah Gibbs (SG) Sharon Jarrett (SJ)/Nicki Cooper (NC) Adrian Orr (AO) - Julia Grainger rep Rebecca Hulme (RH)/Tracy McLean (TMc) Nic Smith-Howell (NSH) Garry Joyce (GJ) Sarah Nasmyth-Miller (SNM) Rowena Mackie (RM) Tom Maltby (TM) Sue Willgoss</p>	<p>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</p> <p>AD of Integrated Community Paediatric Svcs AD Children's Transformation (SCC/CCGs) AD, ACS Head Teacher Northgate School Head Teacher Holbrook Academy SPCF</p>
Invited to Attend	<p>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 (FA)– Head of SEND Hannah Holder (HH) – DCSO Jack Walker (JW) – DCO Michael Hattrell (MH) NSFT – In place of Nicki Cooper</p>	
Invited Guests:	<p>Izzy Connell (IMPOWER), Dom Luscombe (IMPOWER) Lisa Crane, Work Force Development, Maria Hough & Jamie Hudson</p>	

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: Lisa Nobes; Anna Marie Webster; Sarah Nasmyth-Miller; Jack Walker,	Allan Cadzow
2.	Minutes from July 2022 Meeting Action Log- to update action log.	Allan Cadzow
3.	Case study presented on support from Whole School Inclusion into a school. SEND Programme Board (SPB) members provided feedback on the great work the Whole School Inclusion Team have completed, working with the strengths of the school to make improvements. SPB acknowledge that the Whole School Inclusion team are a small team, but by working with the entire school improvements are made across the establishment to improve SEND support in school for all children and young people.	Maria Hough & Jamie Hudson
4.	SPCF SPCF shared presentation. SPCF continue to receive feedback from families, that is not overall positive. Frustrations include school transport, communication and response to families following the school transport issues. This was shared at SEND Accountability Board and is being followed up. SPCF are able to update that they have been advised that Section 17's is now identifying needs now and not just safeguarding which is positive. A number of parents are contacting and SPCF are not aware that Moving Into Adulthood plans should be completed at Annual Review stage. Annual Reviews for young people that are not in settings are not being completed. It is also reported that mediation is agreeing what the parent initially requested which is wasting time for the YP education. SPB asked if there is any further support that is required to inform board.	Sue Willgoss
5.	SEND Strategy Integrated Plan and new draft SEND Reporting tile Reporting for SEND Programme Board will now be via the SEND Integrated Plan, which will include outstanding objectives from the Lincolnshire Review and objectives that are still in process from the SEND Programme.	Lianne Nunn/Ros Somerville

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	<p>The investment of £1.1 million is continued to be recruited to. Most has been spent in recruiting to new posts in Family Services, in addition there is a new team the Education Access Team – whose focus is supporting with the reduction of permanent exclusions and part-time timetables. The Education Access Team will be undertaking the statutory process for when the Local Authority is informed if an exclusion, as well as undertaking preventative work when there is a risk of exclusion.</p> <p>Three new Educational Psychologist (EP) posts have been created, there is a national shortage, and this is impacting the ability to meet SCC statutory deadlines for assessments. This is causing the delay in EHCP's, there is ongoing recruitment to the vacant posts.</p> <p>SCC are using the funding to recruit locum (EP) staff to support with the volume.</p> <p>A new Engagement & Communication Officer started in September - this is helping Inclusion to share the right information across the system and improve communication.</p> <p>A lot of work Inclusion have been doing is within the infrastructure which will contribute to why families have not felt the difference yet, as new staff start and are trained the impact will be felt.</p> <p>Childrens file have been moved to SharePoint and ensures that Family Services are able to share the information with partners across the system, which improves working together collaboratively.</p> <p>New Compliments, comments, and complaints dashboard to be automated will further alleviate officer time and improve reporting.</p> <p>There has been a lot of movement of officers within Family Services, which has created further vacancies. In September Family Services have a 30% vacancy rate.</p> <p>It is noted that Suffolk is likely to be Inspected in Spring 2023, Graham Beamish is leading, as Programme Manager. The new inspection framework is due in the Autumn term. All partners need to consider the capacity to support with the inspection.</p> <p>A review of Annual Review system process is underway, additional resource has been brought in to support with the current outstanding annual reviews.</p> <p>The membership of Moving into Adulthood priority 4, is improving with a new lead and attendance of post 16 provision due to join.</p> <p>Shared with board the plans of Valuing SEND, this is a strength-based assessment that is completed by the school with children and young people and their families, identifying their strengths and areas where further support maybe required and what support can be provided within the schools local SEND support. This assessment is part of the wider Suffolk SENCO Toolkit, which includes support available for schools from Specialist Education Services and in-depth assessment from EP's.</p> <p>Colleagues reported being part of Valuing SEND in Norfolk and report the success</p>	
6.	<p>LL EHCP implementation Update</p> <p>See presentation for updates</p>	Harriet W/Sophie C

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7.	<p>Inclusion Week 7th November – 11th November</p> <p>The first ever Suffolk Inclusion Week is running 7-11 November 2022, and it all began from our SEND Young Person's Network.</p> <p>Children and young people with SEND and their families have told us they want to feel safe, welcome and included within their local communities. The week provides a fantastic opportunity to work together, with schools, community organisations and young people sharing their experiences.</p> <p>Our five topics for the week will focus on early years and 0-5, safe and supported, post-16, education and inclusive practice. To raise the profile of this work, we will be sharing information on our Suffolk Local Offer social media channels: Facebook, Twitter.</p> <p>ACTION 234 – Clare to send AC update for message</p>	Clare Besley
8.	<p>SEND Training</p> <p>Intro on Lisa Crane from Workforce Development who has a learning development portfolio for SEND and Learning Disabilities for Adult Services.</p> <p>Shared recently reviewed E-Brochure.</p> <p>LC requested that SPB support that SEND level 1 training is mandatory within SCC for all staff working with CYP.</p> <p>LC is exploring lighter touch training for other organisations, to use such as those that provide a reception service, cleaners etc.</p> <p>SPB noted the challenges this would be for Integrated Care Board, as this would need to be in contracts for providers. Also noted that there is a lot of training that is currently offered and completed by some of the contracted providers.</p> <p>ACTION 235 – AC to discuss with Suffolk Learning & Development SEND Level 1 training be being mandatory for all officers working with CYP in Suffolk.</p>	Lisa Crane
9.	<p>SEND Independent Review – 1 year on</p> <p>Shared SEND Review updated that we have completed 22 actions and have 10 to complete by December.</p> <p>Updated that actions 'does not mean the work is done', it will become part of continuous improvement.</p> <p>Please refer to Slides for further details</p>	Ros/IMPOWER
10.	<p>Communication Plan</p> <p>Please refer to communications plan for detail</p> <p>Update – Officers are exploring alternative options for the Local Offer wire frame, as the current Infolink changes have not created the changes that are required.</p>	Wendy Allen

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11.	Forward Plan	Allan Cadzow
12.	<p>Any Other Business</p> <p>Raised that there had been a recent double homicide, is this something that SEND Programme Board should be cited on?</p> <p>ACTION - AC – to consider how/ SPB should be informed of serious incidents such as the recent double homicide.</p> <p>SPCF – Has there been a response from Department for Education & NHS England since there visit in June.</p> <p>SPB noted No response from DfE, as yet.</p>	All
	Next Meeting is scheduled for 29 November, 10am – 1pm via MS Teams	