

## 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>	21 July 22	
<b>Place:</b>	<b>Teams Meeting</b>	
<b>Times:</b>	10:00-13:00	
<b>Members:</b>	<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)  <b>Lynne Stabler (LS) – Standing down</b>  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 &amp; Learning (CHW, SCC)  Great Yarmouth &amp; Waveney CCG</p> <p>AD of Integrated Community Paediatric Srvs  AD Children's Transformation (SCC/CCGs)  AD, ACS  Head Teacher Northgate School  Head Teacher Holbrook Academy  <b>Head Teacher St Mary's</b>  SPCF</p>
<b>Invited to Attend</b>	<p>Izzy Connell (IC), Headteacher SES – Priority Lead  Mark Gower (MG), GY&amp;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>	
<b>Invited Guests:</b>	Harriet Wakeling	

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

Item No	Item Description
1.	<p>Welcome &amp; Introductions.</p> <p>Apologies: Sarah Nasmyth-Miller, Ros Somerville; Nicki Cooper, Fran Arnold, Sue Willgoss, Lawrence Chapman, Rebecca Hulme, Tracy McLean, Sarah Naysmyth, Julia Illott, Graham Beamish</p> <p>Lynne Stabler (will not be attending future meetings until further notice)</p>
2.	<p>Minutes from July 2022 Meeting</p> <p><b>Action Log- to update action log.</b></p>
3.	<p>Case Study – Orlando</p> <p>Discussed how Early Years intervention could be improved. Discussion included new Family Hubs, how these will work to be central, and work is underway to improve link up with Early Years (including nurseries), Health Visitors and Family Hubs.</p> <p><b>ACTION – NSH &amp; IC to review how new pathways could change this YP's experience.</b></p>
4.	<p><b>SRO Report and SEND Performance KPIs</b></p> <p>The DfE revisit occurred on Tuesday 19 July 2022, an update to the accelerated programme plan was shared showing the progress we have made as a system over the last 6 months. We received positive feedback on the progress with acknowledgement that this is not being felt by children and families yet.</p> <p><b>Health update</b></p> <p>The CHRIS service is recording good outcomes.</p> <p>The key worker initiative is making good progress with recruitment of staff into roles.</p> <p>Positive feedback has been received regarding Barnardo's and timescales are improving, we know there are still improvements to be made.</p>
5.	<p>Priority Objectives</p> <p>Due to incredible volume of tasks that are in the SEND Strategy and the additional improvements required, a proposal has been co-produced across the Priority groups to identify 3 key priority objectives within priority 2 and 4. (Priority 3 has governance under other programme boards and has separate programme teams and this will continue as is, Priority 1 will have a slightly different approach for the Autumn term as we have appointed the new Communications and Engagement Officer who will lead on P1 work across the SEND Programme).</p> <p><b>Priority 2 Focus Objectives:</b></p> <ul style="list-style-type: none"><li>2. Embed the Graduated Response across education, health and care to provide timely early intervention and whole school inclusive practices.</li><li>4. Ensure that assessment and review reports, including Education, Health and Care Plans are person-centred, specific and understandable.</li></ul>

Item No	Item Description
	<p>8. Transform the SEND Decision Making Panel and ensure capacity and capability within Inclusion Services to effectively operate it.</p> <p><b>Priority 4 Focus Objectives:</b></p> <ul style="list-style-type: none"> <li>1.Embed high-quality person-centred planning as our approach to transition planning for children and young people with SEND.</li> <li>2. Empower children, young people, and their families to make informed decisions about transitions through good quality advice, guidance, and support.</li> <li>6. Provide good employment/ self-employment support for young people with SEND and potential employers to extend the options leading into work.</li> </ul> <p>Each priority will also choose 1 'I statement' to focus on for the Autumn Term.</p> <p><b>Risk</b> moving into adulthood is an area of concern due to capacity. Clare Besley will lead P4 to add some capacity and relieve Fran Arnold to prioritise other areas on work pressure in Social Care.</p>
6.	<p>Liquid Logic (LL) EHCP Implementation update</p> <p>Update on LL programme</p> <p>Task and finish group all in play and met, nearly completed DPIA, and agreed and define what is moving over.</p> <p>Agreed profile permissions one what people can see in LL.</p> <p>Formally introduced the programme to the service users. 18 super users have been identified at different levels and job roles to support with testing and sense checking. Continue to identify new stakeholders, prep work at start of August.</p> <p>The mapping of the move has finished, and new forms are starting to be built and tested.</p> <p>We are starting to look at how we train internal services, training of external users will be a different module of training.</p> <p>SharePoint integration for children files is happening. The temporary Business Support Officer resource will be involved in the tagging of these documents, so they are categorised ready for Liquid logic.</p> <p>A decision needs to be made on up to what date do we tag, due the volume of documents this needs to be considered.</p> <p>Feedback has also been received from other LA's who are using Liquid Logic and have both provided positive feedback.</p>

Item No	Item Description
7.	DSCO Presentation available
8.	DCO Presentation available
10.	Communication Plan  Document available
11.	Forward Plan Updated
12.	Any Other Business  Inclusion Week 7 November 2022, promoted that this is taking place and further update will be brought to SEND Board in September.
	Next Meeting is scheduled for Thursday 29 September, 10am – 1pm via MS Teams