

KEY	
White	Action required
Amber	Outstanding/overdue action
Green	Ongoing
Blue	Completed and closed

SHADOW IMPROVEMENT BOARD (Prev SEND Acct Board) ACTION LOG

Action No	Meeting Date	Action	Owner	Deadline	Progress	Action Status
SIB01	01-Mar-24	FA to give update to Board on situation regarding refresher training	FA	03-May-24	The service has committed to hold two training days in the Summer term, this will be progressed and a update can be shared in July-24	In progress - monitored as part of SEND Strategy
SIB016	07-Jun-24	RS to discuss with Sophie Martin, RISE and SPCF re the coproduction work.	RS	05-Jul-24	Meeting have taken place, a consensus has been reached to initiate with a listening exercise, and relook at the RISE proposal. RISE have suggested that associate joins the work, who will bring a wealth of experience as the former chair of a parent care forum and the National Parent Carer Forum.	
SIB024	07-Jun-24	SW to share example plans for RS to look at how updated plan examples can be shared with induction for new staff	RS	05-Jul-24	Emailed SW & CS 28/06/24 for an update. LJ is redacting and will be sharing themes.	
SIB028	05-Jul-24	RS, JG and SW to discuss with Suffolk Education Partnership how schools can be monitored to ensure they have a current bullying policy that is implemented.	KH/RS/JG	Oct-24	KH to arrange meeting in September 24 when SPCF are back from Summer break.	
SIB029	05-Jul-24	Communication plan to send revised memorandum of understanding to services across the Local Area Partnership	WA/SM	Oct-24	MOU review meeting planned for 5 September 24	
SIB030	05-Jul-24	SW to provide feedback on annual review form to working group	SW	Sep-24	Update has been shared to annual review group and information is included of Preparing for Adulthood as raised by SW.	
SIB031	05-Jul-24	WA to track board discussion to SEND Strategy and PAP to ensure actions are in progress and being covered.	WA	Sep-24	Confirmed matters raised are included in the action plan for work to be progressed or commenced, including further development of the local offer website, jointly attending SEND Drop ins, improving parents and carers access to information whilst their child is having an EHCNA, and increasing the diverse reach of information to parents and carers.	
SIB032	05-Jul-24	LN to support NH to establish contact for GP surgeries	LN & NH	Sep-24	NH to follow up with LN 29/08/24	
SIB033	05-Jul-24	RS & NH to discuss additional funding to support SENDIASS	RS & NH	Sep-24	Additional funding agreed from cabinet for £2.7m which includes £50k for SENDIASS	
SIB034	05-Jul-24	WA to update Terms of Reference for Improvement Board and Committee following feedback from Audit Committee	WA	Sep-24	Updated and shared with September papers	
SIB035	05-Jul-24	RS share the data regarding cohorts of how long CYP are waiting for a completed EHCNA or subsequent final plan	RS	Sep-24	This has been updated into the SEND Performance Report	
SIB036	05-Jul-24	Intelligence hub to review possibility of data for EHCNA within 20 weeks and EHCNA waits likely to be over 20 weeks	GL/HW	Sep-24	This has been updated into the SEND Performance Report	