

MINUTES – Local SEND Partnership Board

Date: Wednesday 30th April 2025

Time: 13.00pm – 14.20pm

Venue: Microsoft Teams Meeting

Discussion Items	Lead
<p>1. Welcome, Introductions and Apologies</p> <p>Meeting Chaired by: Andrea Ibbeson</p> <p>Attendees:</p> <p>Andrea Ibbeson (AI), Simon Witham (SW), Natalie Tyrrell (NT), Clive Chambers (CC), Angela Harrington (AH), Kim Holdridge (KH), Bushra Ismael (BI), Karl Bower (KB), Anne Donkin (AD), Sarah Timmins (ST), Emma Kirk (EK), Emma Price (EP), Alison Tomes (AT), Martyn Owen (MO), Alexis Johnson (AJ), Natalie Firth (NF), Debbie Osborne (DO), Jane Cresswell (JC), Diane Burkinshaw (DB), Rebecca Wall (RW).</p> <p>Apologies:</p> <p>Leanne Hornsby, Georgina Todd, Laura Churm, Annika Leyland</p> <p>Non-Attendees:</p> <p>Joel Hardwick, Kate Jones, Paul Scotting, Philippa Cousins, Roberta Radcliffe-Birds</p>	
<p>2. Requests for any other business</p> <p>AI asked the question, if it was necessary to have a review of the Terms of Reference (Accountability Agreement) looking at governance, sub structures and reporting, this was scheduled to discuss at the end of the meeting.</p>	
<p>3. Minutes from previous SEND Board</p> <p>Minutes from the last meeting on 19th March 2025, were accepted as a true record, and approved as final version.</p> <p>NT reported back on the Action Log items:</p> <ul style="list-style-type: none"> Action SB-35: Accountability agreement has been completed with all roles of new membership of the Board. RDASH Reps and interim Service Director Role added. Action SB-58: SCLN Capacity Issue. EP updated that service alignment is still happening within health. Once this has been done a group can come back together to the Board to update on the ask for resolving capacity issues. Action SB-59: MO still awaiting updates on national policy. White paper expected in July. 	

	<ul style="list-style-type: none"> Action SB-62: KB latest update from DBTH, re information sharing is that Laura Churm is chasing, and in terms of timelines we are on target. AI requested that we have some feedback from health regarding this item for the next Board meeting. <p>AI requested that we add both Rebecca Wall and Lee Golze to future Board meetings. She feels that at least one needs to be present at the SEND Board meetings, particularly regarding the Audit programme.</p> <p>AI requested that NT and MO look at ToRs and the Audit structure, including what happens above and below. Suggested that Lee Golze to give some clarity on this vision for a way forward, prior to bringing back to Board for approval.</p> <p>ACTION: NT/MO to arrange a discussion with Lee Golze, to ensure that the governance arrangements are met on new Terms of Reference.</p> <p>ACTION: To ensure that William Dunn forwards all future dates of SEND Board Meetings to Lee Golze and Rebecca Wall.</p>	<p>GT</p> <p>GT</p>
4.	<p>Quality Assurance</p> <p>AI noted that the group had been working on the Quality Assurance (QA) performance and asked MO for an update.</p> <p>MO reported that the Data cycle had not been working, the SEND data dashboard was in re construction. There was a group who were going to try to get a package of data to us. Although KPIs were agreed as a Board, we were now waiting for further information/data to come through. The problem was to ensure that the data lists that are held centrally are up to date, but also that the wider indicators are clear.</p> <p>MO reported that there is ongoing work. We will ask performance colleagues to feedback for next board.</p> <p>RW requested that we take this through the Engine Room, and then following that, bring to the next SEND Board meeting.</p> <p>ACTION: Performance Team to ensure that data is provided for the next Engine Room meeting feeding into the PQAIF.</p>	
5.	<p>Multi-agency Case Audits</p> <p>RW outlined the work to be done. She explained that there are different QA which are happening in pockets across the borough, at different levels, but there was a need to coordinate this better. Need to use QA, Audit and learning – to make this data more tangible and connected. Although a huge amount of work was happening, there needs to be a decision on how we get this information to the SEND Board, so members can see progress. RW confirmed that there was a second meeting planned, to pull together key messages, which we still need to address, with other partners.</p>	

	<p>RW said that there was going to be a 'Task and Finish' group to look at this and how these feeds into different groups, boards etc. This group is internal to the LA at the moment, but we are working on extending to partners.</p> <p>MO updated that the PQAIF was the framework which we currently use. A data group has been configured and is awaiting developments from performance team in council. It was Multi-disciplinary and KB attends from health.</p> <p>RW explained that Engine Room was about managing a programme of work (not Business As Usual (BAU)). There should be another group which needs to focus on measuring outcomes and QA.</p> <p>KB felt that there needs to be a clear separation on this, but does need to become BAU, which will then drive the changes. The auditing itself is a massive piece of work.</p> <p>RW suggested a Task and Finish group or a Working Group to be created to understand if the framework (PQAIF) does what it needed to do. This would then help to understand capacity required. RW noted that the subgroup needed to be chaired by someone with authority.</p> <p>ACTION: Performance and Quality Assurance Subgroup to be created to re-look at the PQAIF with the following objectives:</p> <ul style="list-style-type: none"> • Is the PQAIF fit for purpose – are we able to get the data we need. • How this work transitions to BAU – who will lead / chair this group moving forward. • Correct membership of the group. 	GT
6.	<p>Voice Update</p> <p>MO updated that there would be new priorities for the 2025 strategy from the young people the tea worked with. Inclusion Peer Review had taken place which young people were involved with and feedback from Anne Haywood was that she was very impressed by the representation from them.</p> <p>Future meetings will see guest speakers: DCS Riana Nelson and the Mayor.</p> <p>Some of the questions continuing to be raised from young people are around;</p> <ul style="list-style-type: none"> • Concerns with mainstream colleges and post 18. • Mental health and autism <p>Some of the details in the Voice Highlight Report, had also been presented by the parents, were around access to services, and training in schools.</p> <p>DO commented that the biggest issue for young people was around mental health, and the lack of support (for children with autism) both post and pre diagnosis.</p> <p>RW questioned, 'what do we mean by mental health?' There was a need to understand what CAMHS commission and then what the gaps are. The chair stated that the partnership need to be clear on how the Transforming Care Program effectively supports children with SEND in the local area.. RW noted that there was lots of work to do in this area and that it stretched further than CAMHS.</p>	

<p>ST provided an example of where the system is failing re mental health and children with autism. ST had a personal experience where a referral for her son was rejected from CAMHS because he was autistic. It was a referral about his anxiety.</p> <p>BI echoed that there were common issues around nothing being addressed with autistic children who have anxiety and depression.</p> <p>AI assured board members that this was taken on board and would like CAMHS to directly respond to these concerns. AI to pick this up with Roberta Radcliffe-Birds.</p> <p>ACTION: RDASH to respond to mental health referral rejections for autistic children via CAMHS. Andrea Ibbeson to raise this with Roberta. To provide an update at the next board</p> <p>CC explained that an audit helped the service to understand that the word 'trauma' wasn't thought about in the same way by different organisations. They have a learning review, where they are looking at the circumstances of some of these issues and how they can do things differently.</p> <p>DO explained that unfortunately, parents are told CAMHS can't help and then told that nobody else can help either – this then can build into far more serious mental health issues.</p> <p>RW suggested that RDASH should go to a young people's voice group, as there may be shared training we can do, to help all professionals to understand the needs of these children and young people.</p> <p>NT confirmed that a member from CAMHS will be attending the next Voice of SEND Young People Group in May.</p> <p>AT discussed that her service had recognised this as an issue, and her staff had now started to work on this to see what process of support can be in place for those young people who couldn't be supported by CAMHS.</p> <p>MO suggested that this needed to be picked up at the next Making a Difference parents group, as there was a need-to-know what areas need to be addressed. There is a need to drive these conversations forward and report back to the SEND Board</p> <p>ACTION: To include Mental Health for Young people on the agenda for the next Making a Difference parents session.</p> <p>AI updated that she chaired the Mental Health Strategy Group and that the issues with CAMHS needed to be escalated to the group to be aware of. The group would then need to look at how this could be addressed and picked up with the strategy.</p> <p>ACTION: AI to add CAMHS issues to the next Mental Health Strategy Group agenda.</p>	<p>AI/RRB</p> <p>GT</p> <p>AI</p>
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7.	<p>SEND Implementation Plan – Update on progress</p> <p>NT reported on the current position of the SEND Implementation Plan as follows:</p> <p>Deliverables – 123 Completed – 103 In Progress – 20</p> <p>Two deliverables were completed since the last Board meeting which were:</p> <ul style="list-style-type: none"> ➤ P.3.5 > <i>Conduct a Preparation for Adulthood (PfA) audit to identify key priorities</i> ➤ P.3.17 > <i>To provide adult services input and contributions to the Local Offer</i> <p>RW and members discussed how they needed to be assured and sighted on PfA deliverables. Whilst it was understood that adult representative was not available for the meeting, members wanted to ensure they remained sighted on progress within this area.</p> <p>RW assured Board members that deliverables which were currently marked as off track were actively being progressed, with no need to escalate to SEND Board. MO noted that he had provided information to RW and LG regarding the position of the Implementation Plan. He updated that once it was understood about the new direction from government, the plan would be updated.</p>	
8.	<p>Preparation for Adulthood Update and Highlight Report – Annika Leyland-Bolton</p> <p>The item was deferred to next meeting in ALB absence.</p> <p>AI wanted to ensure that at the next meeting we receive an update on:</p> <ol style="list-style-type: none"> 1. How do we remain well sighted on this topic. 2. That we ensure there is regular reporting to the Board. 	
9.	<p>Oaklands Update – Rebecca Wall</p> <p>RW provided an update regarding the Oaklands Ofsted Inspection and progress which had been made.</p> <p>RW updated that tremendous progress had been made since the inspection which was inadequate. Some of the changes were listed as follows;</p> <ul style="list-style-type: none"> • A new registered manager now in position. • A pause over Christmas period while they launched a new approach. • Staff now feel supported, staff recruitment was good. <p>RW felt that the service had been able to re-assure Ofsted and have had excellent feedback so far. Ofsted recognised that things had greatly improved and were impressed with the management we had put in place. There was now team around the child in place which had proven effective. The level of short breaks ratio which was accurate and in line with the staffing levels has now been resolved. The notice period was ended on time, and Oaklands have now been reviewed as 'Good'.</p> <p>Link provided on full report: 50272321</p>	

10.	Performance, Quality Assurance and Improvement Framework (PQAIF) This item was address under the Quality Assurance agenda item.	
11.	Doncaster CQC Self-Assessment The item was deferred to next meeting in ALB absence.	
12.	SEND Engine Room Update Highlight Report MO gave an overview of the last Engine Room meeting on the 15 th April, however noted the detail was in the highlight report which was circulated to Board members. Two actions from the meeting were around; <ul style="list-style-type: none"> Looking at personal budget information which is included on the Local Offer. Group to look at Augmentative, Alternative Communication. MO updated that the LGA Peer Review Report was shown at Engine Room with a view to look at this in further detail at the next meeting. Engine Room also looked at the Inclusion Peer Review Report from Anne Haywood, which was also due to be taken back to the next Engine Room for further review. AI suggested that the LGA Peer Review should be converted into an action plan so that Board members could see items which needed to be addressed from the report and which areas needed to be responsible for them. MO confirmed that there was already a provisional date in the diary for a group to come together and that the date would be shared with health. ACTION: NT to send the date to KB for him to identify health representatives to be a part of the LGA Peer Review follow on session. AI asked if the LGA work needed to be fed into the case audit group – was there a need to ensure the group understand the importance of driving the work forward. QA work was more operational. KB stated that clear governance around the QA was needed.	NT
13.	Escalations to Education and Skills (E&S) Portfolio Board AI asked the question around reporting lines up to the E&S Board in Leanne's absence. She noted that this Board fed into the E&S Board which Leanne would usually attend and wanted assurance on how this was going to happen moving forward. RW updated that the DCS Riana Nelson would attend E&S Board in future and would report back any items for escalations. She also noted that herself and Lee Golze were working closely with her to support on reporting lines around SEND.	
14.	Any other business AI confirmed that her request for a discussion on the Terms of Reference had already been discussed during the meeting.	
15.	Date and time of next meeting <ul style="list-style-type: none"> ➤ Wednesday 11th June, 2025 at 1pm 	