
MINUTES – Local SEND Partnership Board

Date: Wednesday 24th January 2024

Time: 13.00pm – 14.20pm

Venue: Microsoft Teams / Civic Office

Discussion Items	Lead
<p>1. Welcome, Introductions and Apologies</p> <p>Meeting Chaired by Leanne Hornsby, Assistant Director Children, Young People and Families</p> <p>Attendees:</p> <p>Sarah Timmins (DPV rep), Joel Hardwick (JH), Alexis Johnson (AJ), Kate Jones (KJ), Bushra Ismaiel (BI), Laura Churm (LC), Karl Bower (KB), Emma Price (EP), Tracie Baghurst (TB), Kim Holdridge (KH), Andrea Ibbeson (IB), Leanne Hornsby (LH), Alison Tomes (AT), Angela Harington (AH), Jane Cresswell (JC), Clive Chambers (CC), Martyn Owen (MO), Natalie Tyrrell (NT)</p> <p>Apologies:</p> <p>Annika Leyland (AL), Mel North (MN), Ethan Osborne (EO), Debbie Osborne (DO), Emma Kirk (EK)</p> <p>Non-Attendees:</p> <p>Rebecca Gude (RG), Paul Scotting (PS), Philippa Cousins (PC), Simon Witham (SW)</p> <p>It was agreed for the next meeting to be held at Doncaster Deaf Trust.</p>	
<p>2. Requests for any other business</p> <ul style="list-style-type: none"> • NT raised a request for the meetings to be moved to Thursday to accommodate young people • CC raised an update on Statutory Government Framework • Summer Term away Day 	
<p>3. Minutes from previous SEND Board – Wednesday 13th December 2023</p> <ul style="list-style-type: none"> • The minutes were agreed as a true reflection of the previous meeting • Actions are in progress on the action log and being monitored, no escalations to raise with board members. 	
<p>4. Voice Update</p> <p><i>SEND Shadow Board</i></p> <p>It was noted that Mel and Ethan could not attend the meeting due to work commitments.</p> <p>Andrew Russell and Lee Golze attended the Shadow Board to answer children's questions. The group had prepared questions beforehand to ask, but also asked more on the day which</p>	

	<p>provoked good conversations. Clear points raised about continuity of staff, making sure our organisation understand children - not just seen as labels. Issues around timeliness and family support. Felt there was a lot of robust conversation, which is included in the highlight report. MO noted that we are hoping to promote attendance for the next meeting more.</p> <p><i>Making a difference parent session</i></p> <p>MO updated that these sessions were continuing to work well. The team had held two sessions with parents which had a focus on co-production. Wanting to come back together on 1st February to develop co-production charter further. This is an opportunity for parents to shape our services.</p> <p>MO noted that in addition to information provided in the highlight report the team had conducted a parent survey and have held two parent / carer SEND Surgeries with parents. Feel that this would all be useful intelligence to bring back to the Board.</p> <p>LH updated on the surgeries as she had been jointly leading these with Riana Nelson. Essentially, parents haven't had a good experience of our system. However, what has been really valuable is the feedback they have provided us with and that they are really keen to be apart of shaping the future of our services. Had two sessions so far and they have been really positive. Parents have recognition that we are moving forward with things and that we have had potentially young people finding themselves in specialist settings which could have been avoided. Last session in particular, it came through from parents that when things are tough - it's a very lonely place to be. LH noted that we know there is improvements to be made around the Local Offer and the development of our SEND parent toolkit. There is a lot of rich information coming through and it would be useful to bring the findings from the surgeries, pus the survey results, back to the next board meeting.</p> <p>AT asked what the ages of the children were, whose parents and carers who completed the survey.</p> <p>LH confirmed this was from 0-25 years.</p> <p>TB updated that the team had done priority work to analysis the results, but there is further in-depth work to do before it would be sent out to the partnership. We need to make sure that the partnership are ale to see a proportionate result, eliminate the 'don't know' answers.</p> <p>AI picked up around the Shadow Board in that Lee Golze attended on behalf of Riana Nelson and asked if shadow board members were happy with this and if we should ask Riana to attend another one?</p> <p>LH confirmed that Riana would be attending a future Shadow Board meeting.</p> <p>ACTION: To provide a highlight report focusing on Parent/Carer Survey Results and the feedback and suggestions from the Parent/Carer SEND Surgeries to the next Board meeting.</p>	<p>MO / PIC</p>
<p>5.</p>	<p>Progress Update on SEND Implementation</p> <p>NT provided a high-level overview of the SEND Implementation Plan progress on deliverables. It was noted that all actions were on track or completed. Detail of these actions are discussed in the SEND Engine Room and can be found on the SEND Implementation Plan.</p> <p>AJ raised that he hadn't seen detail of the implementation plan so asked for a copy of this.</p>	

	<p>PIC colleagues confirmed that this is embedded into the agenda but agreed to send this out as a separate document.</p> <p>ACTION: NT to ensure that the embedded documents are sent out separately.</p>	<p>NT</p>
<p>6.</p>	<p>Performance, Quality Assurance and Improvement Framework (PQAIF)</p> <ul style="list-style-type: none"> • Deep Dive <ul style="list-style-type: none"> ○ Performance ○ Reporting structure ○ Case audits <p>LH updated that the board had previously looked at deep dives but there was now a need to agree a cycle of them moving forward. Want to see a focus on parental feedback and preparation for adulthood.</p> <p>ACTION: To agree deep dive cycle at next Board meeting – include on the agenda.</p> <p>LH explained that we need to get this right, for example a question could be "do we know that our young people transitioning from children's to adults service have everything they need in order to access employment?"</p> <p>AI noted that health had previously submitted questions around, what do we need to know in terms of assessment etc. It was now key to receive the other questions from our key partners, including social / education. This will then start to populate our answers, so we understand where we are sourcing our data to provide us with the assurance board members need.</p> <p>CC gave an example question from social care that could be "to what extent does a protection plan reflect the needs of a child?" Thinking about this in terms of multiagency, how does the wider agency reflect this as well.</p> <p>AI updated that Laura Churm from DBTH is new to group so may need to understand the PQAIF more but would be really beneficial to use some of her expertise. Laura is also linked in with Nottinghamshire ICB, doing a lot of learning, so having her on board could help with what can we learn from our neighbours.</p> <p>LH noted that we need to be confident and look at the learning from outside our regions, what's good bad and indifferent and build on this. There is a value in bringing this in.</p> <p>AT updated on the case audit highlight report which was sent out to board members. The audit was done internally, as they were missing health colleagues but they know they need to be included. Tested audit tool on 5 cases and graded them as Ofsted would grade them. In terms of findings, they used the questions / themes what would be in a SEND Inspection, learnt from models etc. Two children young people - use of mosaic pen portrait to social care, really told picture well. Pleased to see EWO and PEPs all aligned, highlighted things that were working well. Struggled in terms of SEND Inspection - how much we share, safeguarding overrides everything - ensure we have right information to share. All of practitioners that they met with, saw strengths and aspirations of child, good views of voice - looked at number of agencies, internal systems that the right services were involved. Families participate in this, need to ask for their lived experience.</p> <p>KB confirmed that the case audit seemed really encouraging and reassuring, was good to see positive work which has gone on.</p> <p>AT noted that EHCPs were much better than SEN Support - schools hold a lot more of this information. Another positive session was held since this highlight report had been written. Again, randomly selected mixture of cases, one of the children were attending Alternative</p>	<p>ALL</p>

	<p>Provision, one was transitioning from children to adults and one as a child under 5. From this session a number of actions are being taking forward and a session has been organised for February. Confirming with families on their views and the children and young people.</p> <p>AT asked that the session really needed to include schools and health - how do we bring their information into the session?</p> <p>KB noted that they'd need information governance teams to set up a meeting between the three key areas to come together to write TOR/Governance</p> <p>AI noted that this needs to be multiagency, although there is a need to have a meeting soon to finalise TOR, information governance and set out a strong governance. Timescales are tight so a conversation with DBTH and RDASH needs to happen as soon as possible.</p> <p>LH noted that we have an Assistant Director for Legal Guardianship / Caldicott Guardian.</p> <p>BI explained that audit work looks really good - suggesting we look at social care. We need to look at transition in safeguarding and what we are doing about it. BI is a member of the working group for Nottingham ICB they are looking for a mapping / collecting information across the partnership and would be good to look into this.</p> <p>CC confirmed he is aware of this work. At the last joint adults board there was an agreement to look at transitions for adults and conversations are happening between the two Assistant Directors. Feel that this is best led by adult care.</p> <p>ACTION: CC to provide update for next steps on setting up a group.</p> <p>AI we really need to be time efficient from a health point of view, how we engage colleagues, critical for audit work. This work is demonstrating our performance.</p> <p>LH updated that we need to agree a venue for the next meeting to focus on performance. Don't feel people can send questions in, believe these will come from case audits. Then think of questions to use in the PQAIF. Case audits will give us a start, we can then look at outcomes of case audits from children and young people's views, issues around the Caldicott Gaudian and the need to include DBTH and RDASH.</p> <p>ACTION: NT to organise next meetings at the Deaf Trust to have this as a dedicated session.</p>	<p>CC</p> <p>NT</p>
<p>7.</p>	<p>Engine Room Escalations by expectation</p> <p>MO gave an update on the good news stories shared at the Engine Room:</p> <ul style="list-style-type: none"> • Progress made around 20-week timeframe, currently sitting at 58% which will put us if not in line, but above national average. • Have opened Brooke Primary SEMH Hub which is working really well. • Employed 3 new standards and effectiveness officers who have a focus on SEND. This feels a really good moment for this, their roles will be supporting with improved capability across the system 	
<p>8.</p>	<p>Escalations for the Education & Skills Portfolio Board</p> <p>It was agreed to share the good news stories from the Engine Room.</p> <p>LH noted that we should also escalate the progress around the case audit action in relation to the meeting the Caldicott Guardian.</p>	

	<p>ACTION: NT to include these in the highlight report to Education and Skills.</p>	<p>NT</p>
<p>9.</p>	<p>Any Other Business</p> <p>LH suggested that Board members have a summer away day session for half a day in the morning or afternoon to look back at progress so far and planning for the future. It was agreed that the chairs would pull together a proposal and agree a date and share this out with people as soon as possible.</p> <p>ACTION: NT to co-ordinate date and venue for this to take place.</p> <p>NT raised that young people struggle with attending board meetings on Wednesday due to their own work commitments so asked members if the meeting could be moved. It was agreed by members to move the meetings to Thursday afternoons, but to avoid the weeks when Joint Resource Panel runs.</p> <p>CC raised that the government had published the working together and national social care framework. This is the children's social care early career framework and almost certain that it will include knowledge and skills statements to support families who have children with special educational needs.</p> <p>MO noted that as the team continue to develop workforce framework, that we would need to ensure we link in with this new framework.</p> <p>BI gave an update on the current pathway timescales. ASD pathway was still high, have 332 waiting for 992 days, with no psychologist support over next few months.</p> <p>AJ raised query around the deep dive session based on the PQAIF document at the next session and interested in the questions relating to transition points, particularly early years to primary. He noted that there is lots of working happening nationally and would be useful and important to include this. AJ also raised that it would be interesting to possibly contact Wakefield Council to link in with their change management and see their templates of local area inclusion programme. It would be interesting to see if they can come to the March session to update on their SEND Improvement Plan.</p> <p>MO agreed with this that it would be good to get perspective update from regional groups, as a way of understanding what is coming down the line nationally. MO updated that we have a working group on assessment principles for early years so might be useful for them to present back on early years assessment work.</p> <p>ACTION: To schedule Early Years assessment principles for meeting in April</p>	<p>NT</p>
<p>10.</p>	<p>Leadership Charter</p> <ul style="list-style-type: none"> Board members were happy that they had followed the leadership charter throughout the meeting, and everyone had felt listened to and was able to ask questions. 	
<p>11.</p>	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> ➤ Wednesday 6th March, Sovereign House, 13.00pm – 14.20pm 	