

SEND & Inclusion Board

Meeting Notes

Tuesday 11th February 2020 – Saltisford Office Park, Building 3, Conference Rooms 6 & 7



No.	Item
1.	Welcome, apologies and introductions
	<p>Present: MB – St Paul’s C of E Primary School, Leamington Spa JB – South Warwickshire Foundation Trust Ian Budd (IB) – Assistant Director of Education Services, WCC (Chair) JC – Acting Strategy & Commissioning Manager, SEND & Inclusion, WCC RC – SEND Board Development Manager, WCC JD – Coventry & Rugby CCG (also representing Warwickshire North CCG) CE – Rise, CWPT SH (minutes) ZM - Service Manager, Commissioning, WCC MS – South Warwickshire CCG NT – Warwickshire Parent Carer Forum RW – Warwickshire Parent Carer Forum DW – NHS</p> <p>Apologies: JCo – Social Care, WCC DE – SENDCO, Higham Lane School MG – Children with Disabilities Lead Social Worker, WCC DWilk – South Warwickshire Foundation Trust</p> <p>IB welcomed everyone to the meeting. Apologies were stated by RC and introductions were made by the members of the board.</p>
2.	Notes of last meeting and matters arising
	This item was not covered during this meeting.
3.	Performance report
	RC presented the report and gave update. It was noted in discussion that: <ul style="list-style-type: none"> The final Impower report will be going to corporate board in a couple of weeks’ time.



	<ul style="list-style-type: none"> JC reported that the most requests for assessments were made by December 2019 with an all time high of 105 requests. IB stated that it would be worth unpacking the detail of this. JC also reported on the consultation of the merger of Ridgeway and Round Oak Schools. Currently at pre-consultation stage gathering views from parents and staff. Would appreciate feedback from stakeholders also. JC stated that it would be helpful for the school to adopt a different name. The full public consultation will begin next month. <p>Action</p> <ul style="list-style-type: none"> Board members to e-mail JC with any comments regarding the Ridgeway & Round Oak merger consultation.
<p>4.</p>	<p>Self-evaluation</p>
	<p>RC presented the report and gave update. It was noted in discussion that:</p> <ul style="list-style-type: none"> MS gave a further update regarding transforming care. Regarding the SWFT CQC inspection, there had been exceptional work from DW's team supporting children and young people. It was a very thorough inspection and assessment. The self-evaluation is reading much better and the opportunity to showcase work is crucial (JD). Members were unable to open the documents linked to the self-evaluation sent prior to the meeting. It shows how quickly everything is moving (DW). DW reported that a transition lead nurse has been appointed. IB invited colleagues following the meeting to comment on any amendments that need making to the self-evaluation. <p>Actions</p> <ul style="list-style-type: none"> RC to share links to documents to the board members.
<p>5.</p>	<p>Pears site</p>
	<p>RC presented the report and gave a verbal background and update. It was noted in discussion that:</p> <ul style="list-style-type: none"> MB asked how engaged social care are with the whole process. MB stated this is a good opportunity. The link between educational professionals and social care is crucial. RC stated this is a joint project with social care. The social care and commissioning managements teams are leading on the use of the bungalows on the site.



	<ul style="list-style-type: none"> • Discussions were held about the use of the bungalows on the Pears site e.g. provisions (independent life skills / assessment) and rest bite. • RW asked if the equipment will be stripped out. It was confirmed that it will be stripped out once the school provider is confirmed. It can be recycled. • RC gave an update on the Hydrotherapy Pool – trying to get access for Exhall Grange School to use it. <p>Actions</p> <ul style="list-style-type: none"> • Planning for health provision – ZM to hold discussion with Becky and Kate regarding model and resource. • RC to circulate the specification for the Pears school site to the board members.
6.	SEND and Inclusion guidance
	<p>JC presented the report, gave background of the guidance and gave an update. It was noted in discussion that:</p> <ul style="list-style-type: none"> • We have to exceed the expectations of schools (JC). • SG and SC now have the draft guidance. JC talked about the work that SG & SC have been doing. • Our vision is not to have a guidance report to print off but to have an interactive live document that feeds through to best practice. The websites are kept up to date (JC). • There needs to be a clear statement for what leaders should be providing. A discussion was held regarding the Leadership & Management and Quality First Teaching sections. • Could leadership and management for SEND & Inclusion be included in the agenda for the forthcoming headteachers' conference? (MB) • Need to think about provisions (CE). JC stated it would be helpful for CE to look at Staffordshire's SEMH section. • Some schools will try early interventions. The next step would be referrals (JB). • Terminology would be helpful (CE). • RW asked if there could be a leaflet if not a hard copy of the guidance. JB thought this sounded a good idea. JC stated it needs to be linked to the local offer. • There was a discussion on the Rise (CAMHS) Transformation Operational Group. It would helpful to have representation from Warwickshire schools on this group. <p>Actions</p>



	<ul style="list-style-type: none"> • RC to send the link for the Staffordshire equivalent of the SEND and Inclusion guidance to the members of the board. • SH to feedback the suggestion of SEND & Inclusion Leadership & Management being included on the agenda for the next headteachers' conference. • RC to ensure that we have school representation on TOG.
7.	Short breaks
	<p>ZM presented the report and gave further updates. It was noted in discussion that:</p> <ul style="list-style-type: none"> • ZM cannot confirm providers, once signed off she will be able to share by the end of this week. <p>Actions</p> <ul style="list-style-type: none"> • None
8.	Independent Travel Training
	<p>RC presented the report and gave an update. It was noted in discussion that:</p> <ul style="list-style-type: none"> • Might want to do market testing to see if there are providers out there. • ZM asked about commissioning – RC gave an update on this. • A suggestion of social enterprising was made. • RC updated CE on benchmarking. There are areas for improvement. <p>Action</p> <ul style="list-style-type: none"> • ZM to discuss commissioning with RC.
9.	Supported internships
	<p>RC presented the report and gave an update. It was noted in discussion that:</p> <ul style="list-style-type: none"> • This is very good work (JD). • The paragraph regarding supported employers is very important (DW). • RC explained the reasons for cases of interns not securing employment. RC also explained the processes of the intern's progression into employment. • Tracking interns is important on a longer term basis, not just for a year (RW). RC stated that is not easy to achieve. <p>Actions</p> <ul style="list-style-type: none"> • None



10.	For info: Cabinet reports
	<p>RC presented the report. It was noted in discussion that:</p> <ul style="list-style-type: none"> • JC highlighted section 5 (the High Needs Allocation section) and gave an update. • MB reported on feedback from the schools forum and the debates being held. IB stated that there will be a half-day meeting for the schools forum to look at the analysis. • JC also highlighted the SEND & Inclusion Strategy Update and Peer Review. <p>Actions</p> <ul style="list-style-type: none"> • None
11.	Any other business
	<p>None</p> <p>In closing, IB thanked colleagues for their work and stated that the workstreams are making a difference.</p> <p>IB thanked everyone for attending and closed the meeting.</p>
	<p>Next meeting – 25th March 2020 (10.00am – 12.00pm)</p> <p>The venue for the next meeting is Saltisford Office Park, Building 1, Conference Rooms 1 & 2</p>



ACTION LOG

Ref	Action	Date raised	Status	Progress
597	RC to send out a termly SEND update e-mail to the members of the board.	16/10/2019	Not started	Series of articles in Heads Up; fortnightly newsletter on gov.uk email
603	Pictorial representation of SEND journey to be explored.	16/10/2019	In progress	Pick up as part of SEND Change Programme
605	Conversations to take place outside of this meeting regarding the new blue badge system, to discuss where to take this forward.	16/10/2019	In progress	Awaiting response from Customer Service Centre
650	Board members to e-mail JC with any comments regarding the Ridgeway & Round Oak merger consultation.	11/02/2020	Completed	Consultation now closed
651	RC to share links to documents referenced in self-evaluation to the board members.	11/02/2020	Completed	On email
652	Planning for health provision – ZM to hold discussion with Becky and Kate regarding model and resource.	11/02/2020	Completed	New project workstream being established
653	RC to circulate the specification for the Pears school site to the board members.	11/02/2020	Completed	On email
654	RC to send the link for the Staffordshire equivalent of the SEND and Inclusion guidance to the members of the board.	11/02/2020	Completed	On email
655	SH to feedback the suggestion of SEND & Inclusion Leadership & Management being included on the agenda for the next headteachers' conference.	11/02/2020	In progress	Will need to present SEND Change Programme
656	RC to ensure that we have school representation on TOG.	11/02/2020	In progress	Raised with RS
657	ZM to discuss commissioning of independent travel training with RC.	11/02/2020	In progress	ZM & DC in discussion