



SEND & Inclusion Board

Meeting Notes

Wednesday 1st July 2020 – Microsoft Teams

No.	Item
1.	Welcome, apologies and introductions
	<p>Present: CA – SENDIAS Coordinator MB – Head Teacher, St Paul’s C of E Primary School, Leamington Spa JB – SEND CCG & South Warwickshire Foundation Trust Ian Budd (IB) – Assistant Director of Education Services, WCC JC – SEND Integrated Services, Education Delivery Lead RC – SEND Commissioning Lead, WCC DC - Strategy and Commissioning Manager - SEND & Inclusion, WCC JD – Coventry & Rugby CCG (also representing Warwickshire North CCG) AR – Principal Educational Psychologist & SENDAR Lead, WCC NW – Principal, Quest Academy JA & DH (minutes)</p> <p>Apologies: DW – NHS (Left when JB attended as due at another meeting) MS – South Warwickshire CCG RW – Warwickshire Parent Carer Forum ZM – Service Manager, Commissioning, WCC CE – Rise, CWPT</p> <p>IB welcomed everyone to the meeting and advised it was being recorded for minuting purposes and would not to be shared externally. Apologies were stated by RC and introductions were made by the members of the Board.</p>
2.	Notes of last meeting and matters arising
	<p>Previous meeting notes were agreed by those present. The following updates were given:</p> <p>Action Log from Covid-19 Response:</p> <ul style="list-style-type: none"> • JC mentioned that the DfE included guidance on Aerosol Generating procedures. More specific guidance has been requested. Schools need specific guidance for suitable rooms to be used. The needs to be escalated – DC or IB to get guidance from Public Health England. • RC advised that DW had shared the Shielding List for 18-25 with JC.



	<ul style="list-style-type: none"> • JB mentioned that the restoration plan has not been sent as it is not complete. The Communities and Children’s Services Restoration Committee met 2 weeks ago and the second meeting is taking place today (01/07/2020) to finalise the operating procedures. Once these are in place it will be complete and sent to DC and JC. • NW forwarded the email to DC regarding Transport.
3.	SEND & Inclusion report
	<p>Documents had been attached to the meeting agenda for pre-reading. RC presented the report and gave an update:</p> <p>Three workstreams have met. Significant work has been done on the Dedicated Schools Grant (DSG) and recovery plan. Carers Assessment consultation has been completed and presented to Cabinet. There has been no fall in requests for EHC assessments. These are being delivered in a timely fashion. Numbers vary in EHC requests being turned down.</p> <p>JD asked about items marked red and what is being done about them. <i>EHC Survey:</i> IB stated that line 20 is a static red. Movement from 23% for parents and carers who were happy with time taken for EHCP plans to be complete are up to 32% which is low. It is an annual survey. NW mentioned this being an annual questionnaire being broken down for more focus. RC said the indicator reflects 3 of 12 questions from the survey. The survey needs to be reviewed. The workstream looked at questions and the wider survey which was presented to the Board in December. Parent/Carer forum are included with discussions and responses from casework. DC mentioned at the end of the process a catch-up call with families could be an idea moving forward.</p> <p><i>Single assessment by CWD within the quarter.</i> The next red box pointed out was on line 30 regarding assessments for children with disabilities. DC will meet with EM regarding this. Eve will look at cases with a single assessment and prioritise to give a DC a clearer update to relay.</p> <p><i>Independent Travel Training:</i> Red box on line 44 related to independent travel training. The contract is not performing as would ideally be done – unable to do travel training presently due to Covid-19. Online work is being done and DC/RC are reviewing.</p> <p><i>Waiting times for ASD diagnosis:</i> RC mentioned the rise data for length of wait for ASD which has not been updated and remains a concern. The Commissioning Team are looking at this for a plan going forward. It was a major feature of the overview and scrutiny discussions from elected members. JB added it is highlighted to the CCG Executive and Non-Executives through informal committee meetings. All aware of significant risks.</p> <p>Actions</p>



	<ul style="list-style-type: none"> • None
<p>4.</p>	<p>SEND & Inclusion Change Programme</p>
	<p>Documents had been attached to the meeting agenda for pre-reading. DC shared the presentation and gave an update:</p> <p>DC has met with Corporate Board, cabinet members, lead members and the opposition. RC has presented to SEND teams and Schools Forum. Gateway have agreed to fund additional capacity for changes. There has been an overspend on the DSG in the last financial year. Currently there is a £7.3million overspend. WCC has paid £2.1m off this which leaves around a £5.2m overspend resulting in a DSG recovery plan to be created for the DfE. If nothing is actioned over the next few years, it is envisaged that in 2027-2028 the cumulative overspend could be £151million on the Higher Needs Block which is clearly not an option. Projects are in place to recoup costs in overspends.</p> <p>The predictions for next year are approximately £8.3m overspend. The financial forecast was shared via RC's screen. The gap between income and expenditure is not sustainable. The Response page was shown and talked through. A sustainability plan has been put together for all plans held within the LA to be put in one place. The framework was presented at the last Board meeting and 120 projects are now down to 31.</p> <p>Currently there is an assigned Lead to each project. Additional funding has been requested and timescales set for projects to make impacts. DC meets with colleagues and CEOs and wants to involve key staff from health, social care, schools, parent/carer networks to be part of the process.</p> <p>There are 31 projects; 20 in phase 1 and 11 in phase 2. This won't be a static programme; it will be added to following reviews of outcomes.</p> <p>RC explained the draft Governance Structure slide. The Council are to fund around £1m of support for project management. There will be a group for decisions which needs to continue for a multi-agency response. There is a proposal to change the name from the Board to the SEND Partnership to give a multi-agency response and feedback on projects. Workstreams to be replaced by the projects going forward which will require multi-agency input.</p> <p>JB queried the CCG role in decision making. RC stated most projects are focussed on education and therefore it is appropriate that Council Officers are final decision-makers, after views from SEND Partnership. Any projects that impact on commissioning of health services need a joint decision and will follow a joint commissioning route.</p>



	<p>DC shared slides detailing the projects in the Impower Report. DSG sustainability plan is reviewing the services to show value for money and that the model of delivery is what is required; funding for schools and working with Commissioning. Need to improve outcomes for children with SEND, support for families through early intervention with social care.</p> <p>Cohort Leads have been linked to projects. One is to be confirmed, but key people are involved and workstreams will be set up around the cohorts. Business leads are working with project teams to scope the projects. RC explained that Verto is the system for producing documents via a project management system.</p> <p>Final report will go to Cabinet on 9th July which will identify stakeholders in each project. Wider strategic engagement taking place to drive through change.</p> <p>DC mentioned working together and ensuring it happens; it is significant in terms of financial implications. Forecasting has been put together and costs investigated. Need to be open and transparent. RC mentioned about specialist and mainstream settings working together. This is going well in the North of the county with schools working well with feeder schools.</p> <p>JD asked what timeframe is required for the projects and programmes. RC replied the projects outlined so far will take around 3 years. The first cohort will be finished by the end of the next academic year, and some sooner than this.</p> <p>MB mentioned the importance of linking specialist and mainstream schools. Some schools will be happy to start the link and St Paul's Primary in Leamington would be happy to be involved in a pilot. NW advised that MacIntyre have a research and development centre which can now offer support and suggested a joint project with Quest Academy and St Paul's. On the Quest Academy website there are short clips from clinical psychology and educational psychology for all schools to access.</p> <p>DC mentioned the only way the system is sustainable is to be inclusive. Some are, some go far beyond, others need to be brought on board. Need to stress test and look at finance. If in mainstream schools, pupils are funded accordingly. Banding systems in terms of benchmark data appear low. Behaviours need to change. For every child in an ISP the average spend is £56 – £70k.</p> <p>MB mentioned that during the Covid-19 lockdown they have been awarded 2 EHCPs for children who would not ordinarily be suitable for mainstream education. Right level of funding for mainstream has been agreed, and the school is looking forward to meeting the needs of the children. Children accessing ISP and alternative provisions need decisions making to enable a move forward. DC is keeping a spreadsheet of schools interesting in helping – email RC or DC if interested in joining.</p> <p>Actions</p> <ul style="list-style-type: none"> • None
5.	COVID-19 response



	<p>RC gave a verbal update stating that SEND are continuing to work with schools on the Government guidance regarding risk assessments, safety checks and 'bubbles'.</p> <p>JC is leading on transitions from year 6 to year 7 and reported that there have been several transitions sub-groups. JC led the SEND sub-group with a wide range of partners contributing; primary head teacher, secondary SENCo, specialist teachers from 0-5 and Specialist Teaching Service (STS) and an independent consultant. There is a huge bank of resources. As staff go to transition meetings via Teams, the resources and templates are being shared. There is a good relationship with Widget who are a local firm; lots of the symbols didn't exist relating to social distancing and viruses, so these have been created and trialled in Warwickshire settings. These are currently sent individually, but a web page is in progress for future downloads. RC advised that the Family Information Service send twice weekly e-newsletters which can also be used as a means of sending links to this information.</p> <p>JB reported that over half of the AHPs have been redeployed which has been difficult, however it has enabled them to try out telephone assessments for lower level needs which could help with support for classroom adaptations. Training sessions have been delivered to families and there are lots of podcasts/training and information online. Information is being gathered to be uploaded into the new SEND guidance. Staff redeployment is planned into early September pending another wave of Covid-19 and the onset of the winter 'flu' season.</p> <p>CA stated that there is digital divide. Some parents have been unhappy with annual reviews being held online and felt it harder to speak out with their point of view. Parents want a specialist placement but there is a need to change the views of schools that needs can be met in a mainstream setting. If SENDIAS could be involved in future discussions it would be of benefit. Feedback information regarding annual reviews should be emailed to AR. AR mentioned about the processes and quality assurance process.</p> <p>MB stated that parents/carers at ***Details removed*** have always personally attended annual reviews, but many haven't attended the virtual meetings. However, JC has heard that more have attended as it is easier for both parents to attend online and had positive comments about participation. NW has positive feedback too; as Covid-19 restrictions reduce, parents have been offered meetings in school but have chosen to do it virtually. After each annual review parents will be asked if they want to meet in school or online. AR mentioned the need for feedback from parents/carers to take on board the comments.</p> <p>Numbers are increasing for pupils going back to school, some on a rota basis, but guidance from the DfE is that schools will not be open over summer holidays.</p> <p>Actions</p> <ul style="list-style-type: none"> • None
6.	Quality Assurance Framework



	<p>AR and RC stated that the document is not yet final. A copy of the Quality Assurance Framework was sent as a draft. DC has introduced this from previous working experience, and it is a framework looking to provide a structure for all staff involved in the statutory process to engage with quality assurance. Measuring the impact from service delivery and looking at this through quality assurance is crucial to improved outcomes.</p> <p>The document has been shared across services within SEND and Inclusion and workstreams. A consultant has been brought in and various teams and agencies have provided feedback. It is open to the Board to be considered and feedback given. Throughout it is about compliance with national legislation and guidance, giving clear messages to parents and providers.</p> <p>DC added in terms of Ofsted, the focus is on good quality of plans; to specify, quantify and time measure provision. Feedback from the audit should be done to learn how to improve services. Heads of services across education, health and social care need to give feedback. Ofsted will want to see it implemented on their inspection over education, health and social care. RC mentioned that this will have a multi-agency impact as all services contributing to an ECHP plan will be involved. DC added that heads of services need to be involved as they can take the learning back to their services and change the practice. JD said that the document will prove that measures are in place and show the impacts of these.</p> <p>AR advised this was being scoped as a project and needs to be with Verto by 14th July. Any feedback should be emailed to AR as soon as possible to take comments on board.</p> <p>Actions</p> <ul style="list-style-type: none"> • E-mail AR with any feedback prior to 13/07/2020.
<p>7.</p>	<p>Any other business</p>
	<p>DC mentioned that the SEND & Inclusion Change Programme is extremely big and cannot be done alone. There will be a difficult period going forward, helping one another through and working together and looking for supportive networks.</p> <p>IB thanked all for attending, stating over the weeks and months ahead there is a lot of work to be done with colleagues more widely on communication, engagement, understanding and working through the projects in sequence and gauging their success, promoting efficient and effective practice for children, young people and families.</p>
	<p>Next meeting – Thursday 10th September 2020 (10.00am – 12.00pm)</p>