

SEND & Inclusion Partnership

Meeting Notes

Tuesday 8th December 2020 – Microsoft Teams

	Item
1.	Minutes of previous meeting and action log
	<p>Present:</p> <p>MB – St Paul's C of E Primary School, Leamington Spa JB – SEND CCG & South Warwickshire Foundation Trust Ian Budd (IB) – Assistant Director Education, WCC RC – SEND Commissioning Lead, WCC DC - Strategy and Commissioning Manager - SEND & Inclusion, WCC EC – Parent Carer Forum JD – Coventry & Rugby CCG (also representing Warwickshire North CCG) CE – Rise, CWPT EH – SENDIAS SH – Business Support (note taker) MK - Service Manager for Early Help & Targeted Support Services, WCC ZM - Strategy & Commissioning Manager (All Age Targeted Support), WCC NW – Principal, Quest Academy DW – NHS</p> <p>Apologies:</p> <p>AR - SENDAR & Educational Psychology Service, WCC MS - South Warwickshire CCG</p> <p>IB welcomed everyone to the meeting. The minutes of the previous meeting were reviewed and then were confirmed to be accurate. RC went through the actions from the previous meeting which were listed on the action log. The following actions are to be carried forward/actioned.</p> <ul style="list-style-type: none"> • 'Secondary school headteacher to be invited to join the partnership'. • 'RC and colleagues to meet to discuss number of referrals and put together EHCP request analysis.' <p>NW gave an update on her action. She had spoken with MB about the research project to do with the mental health impacts of COVID-19. NW said that unfortunately her school are not able to have any more people outside of the school involved in the research project e.g. no WCC involvement.</p> <p>Action</p> <ul style="list-style-type: none"> • RC & SH to organise sending out the SEND & Inclusion Partnership Board Terms of Reference.





2.	Developments in Early Help
	<p>MK shared a presentation and gave an update. The areas covered in MK's update were:</p> <ul style="list-style-type: none"> • Stepped Approach – expanded Early Help • Accessing Family Support • Parent Trainers and Parent Programmes • Early Help Social Workers • Headteacher Coaches • Early Years • Targeted Youth • Early Help Training • Triage Tool • Restorative Practice • Feedback from DSL Training • Feedback from NQT & RQT Training • Locality Early Action Partnership (LEAPS) • Reducing Parental Conflict <p>(Please see MK's presentation attached to these minutes for further information).</p> <p>MB thanked MK for her presentation. MB stated that Early Help is crucial. MK explained the Early Help process to MB e.g. getting family to ring the family support helpline. They will get help on the day. Any referrals such as debt or finance can be dealt with. The Family Information Service can help with that too. The service also has Targeted Support officer to help in meetings with higher level cases.</p> <p>IB said that the update on the Early Help model would be a good focus for one of the Tuesday lunchtime meetings with headteachers. MB confirmed this was a good idea as messages are getting across to headteachers in those meetings.</p> <p>CE recognised that there is the need to respond to the offer of help/support. Trying to think of Public Health offer of support. The Family Information Service webpages were also mentioned.</p> <p>MK stated that she would be happy to attend team meetings in different settings to talk about Early Help.</p> <p>Actions</p> <ul style="list-style-type: none"> • MK to send presentation to SH to be attached to the minutes. • RC to discuss with MK which Early Help data to include in the performance report. • Colleagues to contact MK regarding invitations to team meetings to discuss Early Help.
3.	Performance Report and Dashboard



	<p>RC presented the performance report and gave an update (please see RC's presentation attached to these minutes for further information).</p> <p>% of 'Decision not to Proceed with EHC Needs Assessment' – EC asked RC why the percentage had increased since last year. RC explained that figures are significantly different in different areas. This needs investigating further. Will be looking to change priorities in partnerships.</p> <p>JB asked what the reasons were regarding not to proceed for EHC. RC stated the main reasons were:</p> <ul style="list-style-type: none"> • Insufficient evidence • Needs can be met in school. <p>RC presented the SEND Performance Dashboard which is currently in development.</p> <p>Regarding exclusions and attendance and discussions taking place about reporting from ISP and AP providers, ZM asked RC if ISP exclusions were included. RC said when reporting on exclusions, the exclusions are from state-funded schools, not ISPs. ZM thought reporting on ISP exclusions would be important and should be a Warwickshire requirement. RC said he is not able to include ISPs at the moment but could look into including them on the dashboard in a separate tab.</p> <p>EC asked if RC is collecting and monitoring numbers of fixed term exclusions (FTE). EC thought it would be a key factor to start tracking these. RC stated that finalised FTE data often isn't available until a long time afterwards.</p> <p>Actions</p> <ul style="list-style-type: none"> • % of 'Decision not to Proceed with EHC Needs Assessment' - RC to look at localised data and the reasons behind it and then bring back analysis at the next meeting. • RC to look into how to capture permanent exclusions from ISPs and fixed term exclusions.
4.	SEND & Inclusion Change Programme
	<p>RC gave the following updates:</p> <p>Programme Update (see slide in attached presentation)</p> <p>RC discussed commissioning external capacity. It would be helpful to have a third party to challenge on co-production. This would be in addition to JB (participation officer). RC also stated that the Parent Carer Forum will be central to co-production once it is established.</p> <p>There had been some feedback received from the headteachers' conference held in October, some negative as well as positive.</p> <p>EC gave an update about the Parent Carer Forum planning session which she attended. EC explained that planning is not moving quickly and the forum is currently small in number. EC is worried about the forum not being representative.</p>



	<p>A discussion was held about capturing the voice of parents. ZM reported that her team use Grapevine for target engagement activity for families with autism and learning disabilities. They are fantastic. Grapevine use creative and innovate ways of engaging with those families. ZM is in the process of opening up dialogue with them and encouraging them to get them involved.</p> <p>EC reported that parents are keen to start pre-planning however there is a barrier as the grant to PCF is being held back to March 2021 so they can't move forward. EC asked if there will be any movement with this to get going in order to have the first quarter of 2021 to do planning. RC said he didn't know at this stage.</p> <p>Project Update (see slide in attached presentation) EC asked about the Changing Conversation proposal – which one will change and if parents will be involved. RC explained the process. EC would be interested to see the results.</p> <p>EC asked about progress on the quality assurance framework. This will be brought back to a future meeting.</p> <p>EC asked about children not receiving educational entitlement, does that extend towards persistent absence as well, and attendance difficulties? RC said yes in the example of where children are missing from education in terms of normally on a school roll but have lost connection with the school. RC explained further.</p> <p>Redesign of local offer website (see slides in attached presentation)</p> <p>Actions</p> <ul style="list-style-type: none"> • RC/EC to send feedback to MB about issues regarding the Parent Carer Forum and escalate as necessary. • RC to get an update on the quality assurance framework.
5.	Joint Commissioning Update
	<p>RC gave a verbal update.</p> <p>The joint commissioning board meeting is taking place tomorrow. Areas including SENDIAS and equipment costs will be featured on the agenda.</p> <p>Occupational Therapy – continuing with the work developed by JB last year. RC reported that there is a new offer of sensory assessment in occupational therapy.</p> <p>Alternative Provision Framework – RC confirmed this would be one framework to link with the alternative provision project.</p> <p>Special School Nursing – JD stated that MS didn't have an update for this meeting. RC confirmed that this would be on the agenda for tomorrow's meeting.</p>

	Actions <ul style="list-style-type: none">• None
6.	Any Other Business
	None RC thanked everyone for attending and closed the meeting.
	Next meeting – Tuesday 9th February 2021 (10.00am – 12.00pm)

