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MINUTES OF SEND PARTNERSHIP STEERING GROUP MEETING

23rd September 2020

Via TEAMS meeting

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| **Steering Group** | **Title & Organization** | **Attended** |
| Andy Tovell (AT) | Interim Assistant Director Inclusion & Opportunity Service | **√** |
| Sarah McRobert (SMR) - Chair | Foster parent/carer | **√** |
| Mark Gower (MG) – Vice Chair | Designated Clinical Officer (SEND) | **√** |
| Clare Angell (CA) | Senior Manager for Children, Young People & Maternity Norfolk and Waveney CCG | **√** |
| June Sewell (JS) | Inclusion Advisor, Education | **√** |
| Rebekah Muttitt (RM) | The Bethel (Mary Chapman House) | **x** |
| Graham Boulter (GB) | ADHD Norfolk | **x** |
| Claire Jones (CJ) | Local Offer Manager (SEN) | **√** |
| Kirsty Gannon (KG) | Family Voice Norfolk Representative (guest) | **√** |
| Anita Evans (AE) | Family Voice Norfolk Representative | **√** |
| Alison Furniss (AF) | Independent SEND Support and IS | **√** |
| James Stanbrooke (JSt) | Head of Sheringham Woodfields | **x** |
| Matthew Reading (MR) | Head of Family Assessment & Safeguarding Teams | **x** |
| Lee Gibbons (LG) | ASD Helping Hands | **√** |
| Paula Jones (PJ) | Executive Headteacher of Flourish Federation | **√** |
| Nikki Corcoran (NC) | SEN Network | **x** |
| Nicki Price (NP) | SENsational Families  | **√** |
| Doreen Novak (DN) | Mediator  | **√** |
| **Norfolk SEND Partnership** |  |  |
| Amy Pease (AP) | SENDIASS Manager | **√** |
| Belinda Coxall (BC) | Business Support Officer | **√** |
| Kelly Drew (KD) | Business & Communications Coordinator  | **x** |

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| **Minutes** |

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|  | **Item** | Agreed Action | By |
| **1.** | **Introductions,****Apologies, AOB and Declarations of Interest** | MG chaired the meeting on behalf of SMR. KG attended as representative for Family Voice as part of her training.Apologies received from KD, NC, MR, JSt GB and RM.No any other business items or declaration of interest. |  |

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| **2.****3.****4.****5.****6.****7.****8.****9.** | **Minutes of Last Meeting & Matters Arising****Service Updates****Succession Planning****Terms of Reference****Minimum Standards****Statistics and Media and Evaluation****Any Other Business****Date of Next Meeting** | Minutes of the previous meeting were agreed. CA pointed out an error with her organisation name and BC agreed to amend it. AP confirmed Nick O’Brien, Assistant Headteacher (Equalities, LAC, Safeguarding, SEND), Neatherd High School, Dereham had been invited to join the Steering Group and confirmed he would attend the next meeting. BC to send invite. Additionally, The Hamlet Centre are looking for a representative to join and Karin Porter is seeking a Post 16 representative.In respect of mediation statistics from KIDS AP confirmed the next newsletter would be produced without the case studies if none available. MR suggested AP bring this up at the next scheduled KIDS meeting.AP confirmed there was no update from Sarah Harris of Dragons about young people representing the Steering Group. Representation would be sought from our newly formed Children and Young Person forum.CA confirmed the information about the parent training and diagnosis information would be forwarded to AP.AP confirmed Level 3 classification codes for EHCP appeals was completed and would be covered in Item 7.AP reported on the service updates:-Working from home would continue until March 2021 and this was going well.August was not as busy as normal but large increase in calls from September.Phoebe Craig (Tribunal and Complaints Officer) left the service in September. The contract expires on 31st March 2021 so the post will remain unfilled as not enough time to recruit and train.Two part-time advisors posts secured with funding from CCG were advertised internally and one applicant will be starting on 19th October 2020.The other part-time advisor post advertised externally with a closing date of 4th October 2020.The Children and Young Person Forum has been formed with Dawn Jones Advisor, Virtual School for SEND Inclusion and Opportunity with 8 – 10 young people meeting virtually in early October.AP shared an amination video which LG had created for us which received a very positive reaction. It was agreed to share and promote it to a wide range of providers including health, charities and schools . AP agreed to send the link to MG and AE to distribute it.PJ commented on the wording in the animation “when things go wrong at school”. After discussion it was suggested to amend the wording to “if you feel things have gone wrong and you need extra support”. AP agreed to discuss with KD and liaise with LG to carry out the change.AP confirmed the Written Statement of Action had been completed and was now with OFSTED for their approval. Once approved will be published by NCC.AP confirmed the parent/carer survey closes on 30th September 2020 and 384 responses had been received so far. AP confirmed a professionals training survey would be distributed in October to ascertain what training needs were required by professionals.SMR discussed the limit on tenure of the existing Chair and Vice-Chair roles and confirmed they were both into their third year. MG confirmed it does not state in the Terms of Reference if these roles can be extended after three years.The members were asked if anyone wished to take up the role of Chair and Vice-Chair or keep the existing ones. DN suggested the possibility of reversing the roles of Chair and Vice-Chair.Discussion ensued and it was agreed to add to the agenda for the next meeting.MG asked everyone to sign and return the Terms of Reference sent out with the agenda.It was agreed members did not need to complete the witness signature part of the Terms and Reference and this should have been removed. MG suggested returned Terms of Reference be recorded and reminders sent out if required.AP reviewed the Minimum Standards – key points: -1.1.2 – AP confirmed the Children and Young People Supporter post funded by ISAP until March 2021 and conversations ongoing with AT to make post permanent.AT requested it be minuted that specific actions in the Written Statement of Action relate to the Children and Young People Supporter post. The risks of not delivering this action needs to be noted and the Local Authority need to reflect on this.1.1.2 - AP confirmed capacity to meet minimum standards would be affected if temporary posts not made permanent.1.1.6 – Improving but more work needed to promote us within social care teams and the knowledge will come via training with professionals.1.1.7 –. Recruitment of members to steering group to fill gaps in key stakeholders nearing completion.1.1.8 – Development plan distributed with Agenda. MG suggested members feedback any comments for next meeting.2.3 – Children and Young Person Forum will achieve green RAG rating by next meeting.3.1 – AP confirmed RAG rating changed to amber due to Children and Young People Supporter working directly with young people.3.4 – AP confirmed difficulties connecting directly with children and was looking at Looked After Children (LAC) via social care or foster carers.3.6 – AP requested ideas on how to deliver training to young people. Suggestions included on-line training and animations. Agreed at next meeting to look at setting up a group as the Children and Young Person Forum would be up and running.4.1 – AP confirmed new members of staff would complete IPSEA Level 1.AP presented the statistics report dated 1.6.20 to 31.8.20 on behalf of KD and the members had been provided a copy in advance.As requested at the last meeting the results showing Level 3 of the classification codes for EHCP appeals was included.AP confirmed following the trial of advisors taking live chats at specific times this will be returned to business support. The advisors were having to book a slot on the helpdesk as not enough information was captured during the live chat session.There was no other business.The next two meetings: -24th February 202123rd June 2021BC confirmed emails had been sent out to all members confirming the dates.  | **BC****BC****AP****CA****AP****AP/KD****BC****ALL****BC****ALL****AP** |