



**MINUTES OF SEND PARTNERSHIP
STEERING GROUP MEETING**

24th February 2021 – 10:00 – 12:00

Via TEAMS meeting

Steering Group	Title & Organization	Attended
Andy Tovell (AT)	Assistant Director Inclusion & Opportunity Service	x
Sarah McRobert (chair) (SMR)	Foster Parent/Carer	√
Mark Gower (vice chair) (MG)	Designated Clinical Officer (SEND) Norfolk & Waveney CCG	√
June Sewell (JS)	Inclusion Advisor, VSLAC	√
Rebekah Muttitt (RM)	NDD CAMHS and Youth 0-25yrs service NSFT	x
Claire Jones (CJ)	Local Offer Development Manager (SEN)	√
Alison Furniss (AF)	Independent SEND Supporter	√
Anita Evans (AE)	Family Voice Norfolk Representative	√
Graham Boulter (GB)	ADHD Norfolk	x
Doreen Novak (DN)	Mediator	x
Lee Gibbons (LG)	ASD Helping Hands	x
Nicki Price (NP)	SENSational Families	x
Claire Cumberlidge (CC)	SEN Network	√
Paula Jones (PJ)	Executive Headteacher of Flourish Federation	√
Matthew Reading (MR)	Head of FAST (Family Assessment & Safeguarding Teams)	x
James Stanbrooke (JS)	Head of Sheringham Woodfields	√
Clare Angell (CA)	Senior Manager for Children, Young People & Maternity Norfolk and Waveney CCG	x
Anni Baldry (AB)	Programme Manager for Children, Young People and Maternity Norfolk and Waveney CCG	√
Gemma Burnaby-Ogilvie (GB)	Assistant Designated Clinical Officer (SEND) Norfolk and Waveney CCG	√
Jayne Buckingham (JB)	Children's Service Acting Manager, The Hamlet	X
Nick O'Brien (NO)	SENCO, Dereham Neatherd High School	√
Julie Woodhouse (JW)	St Helen's Pre School	√
Rebecca Neve (RN)	Penguin Pre school	√
Gemma Burton (GB)	Deputy Head of Inclusive Learning and MINT, City College Norwich	√
Roger Allen (RA)	PfAL and Employment Service Manager	√
Amy Pease (AP)	SENDIASS Manager	√
Kelly Drew (KD)	Business & Comms Coordinator SENDIASS	√
Belinda Coxall (BC)	Business Support Officer SENDIASS	√
Bridget Robinson (BR)	Children and Young Person Supporter SENDIASS	√

Minutes

	Item	Agreed Action	By
1.	Introductions, Apologies, AOB and Declarations of Interest	<p>Due to SMR having technical issues MG chaired the meeting.</p> <p>Everyone introduced themselves and new members were welcomed to the Group.</p> <p>Apologies received from AT, DN, NP and JB.</p> <p>No other business items or declarations of interest.</p>	
2.	Minutes of Last Meeting & Matters Arising	<p>Minutes of the previous meeting were agreed.</p> <p>AP confirmed Steering Group representation was almost complete. AP awaiting a response from Dan Newbolt, Assistant Director Children's Social Care to put forward a representative.</p> <p>MG requested any outstanding Terms of Reference be signed and returned. BC to send reminder and report back at next meeting.</p>	<p>AP</p> <p>BC</p>
3.	Service Updates	<p>AP presented the Service Updates:-</p> <ul style="list-style-type: none"> • The team continue to work from home and no update on return to office • 2 new part time advisers joined the team • Budget review undertaken and efficiency savings made allowing CYP role to be made permanent and small increase to Communications role to allow more website improvements and continuing work on animations and other resources for families • Service is heavily involved in Ofsted/CQC WSoA • Working in co-production to review Norfolk Area SEND Strategy • Change of NASMA terms of reference means our annual report will now be presented to the group and included in their reporting lines • SEND Forums/Early Years SENCO Networks • SEND Family Roadshows • SEN Support animation • Area SEND Strategy Refresh 	

	<p>Youth Forum</p> <p>BR discussed:-</p> <ul style="list-style-type: none"> • the logo • Youth Forum website • Membership and meetings • Aims and objectives of the group. <p>BR emphasised that the group themselves made all the decisions and will continue to do so. The group want to influence and most importantly be listened to.</p> <p>Due to COVID the group meets virtually but some young people expressed an interest in joining but would prefer face to face meetings.</p> <p>A virtual pinboard has been designed to enable more young people to participate and was demonstrated by KD. This enables the young people to share their thoughts and views without attending a virtual meeting. A virtual pinboard for Professionals was also demonstrated.</p> <p>MG queried the use of words and language for the young people's pinboard and whether it was accessible to a wider group.</p> <p>KD suggested looking into using Inprint (Widget software) which can be used to create easy read documents.</p> <p>BR agreed that young people have different needs and would consult with the Youth Forum for their ideas and comments about the pinboard design.</p> <p>Direct Actions</p> <p>AP confirmed that the direct actions service manager was attending all of the sub-committees to monitor progress in each area.</p> <p>AP confirmed involved in many working groups for other actions eg:</p> <ul style="list-style-type: none"> • SENDIASS promotion across health • Parental information on SEN Support with VSEND • Refresh of Local Offer website <p>AP confirmed discussions ongoing for additional funding for a Training and Development officer.</p> <p>AP confirmed co-production workshops had taken place with Pat Bullen from Contact.</p>	<p>KD</p> <p>BR</p>
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	<p>4. Succession Planning – Chair & Vice-Chair Positions</p>	<p>ISAP Funding</p> <p>AP confirmed an application would be submitted to apply for funding of £10,000 for 2021/22 to be used for digital information and resources.</p> <p>If successful this would be used towards the newsletter, website and promoting our service more widely via paid for social media .</p> <p>The current positions of Chair and Vice Chair were discussed and members were asked if anyone else would like to move into these roles.</p> <p>It was agreed to swap roles and MG to take up the role of Chair and SMR to become Vice-Chair.</p> <p>NO suggested that the new memers of the group might be interested in the Vice-Chair position at a later date.</p> <p>MG requested item added to agenda for the next meeting.</p> <p>SMR discussed succession planning and the issues that would arise if AP left the service for any reason.</p> <p>AP confirmed she had no plans to leave and there was no deputy role in the service. AP wanted to focus on securing funding for the Training and Development role for the service rather than a deputy manager role.</p>	<p>BC</p>
<p>5. Role of Volunteers</p>		<p>AP discussed the role of volunteers due to the changes in the service and how to move forward in the future.</p> <p>Due to COVID volunteers had not been used for nearly 18 months and the advisors are now undertaking casework as well as helpline work.</p> <p>Points discussed:-</p> <ul style="list-style-type: none"> • Costs – training and ongoing support • Small amount of casework undertaken by volunteers • Complex casework i.e. tribunals • Retention and recruitment of volunteers • Accessing course content for personal/employment reasons <p>AF volunteered for the service and AP asked her views. AF agreed that the role of the volunteer had changed over the years and she had enjoyed her time as a volunteer. AF agreed with AP that a review of the volunteers in its existing format was needed.</p> <p>The group suggested how volunteers could be used in a different way:--</p>	

		<ul style="list-style-type: none"> • Parent Support Groups • Buddy with advisors • Working on the helpline • Support with Post 16 – leaving education • Transitions <p>Agreement was reached that the service would no longer use volunteers for case work but would consider some of the other suggestions</p> <p>AP agreed to do some further work, speak to volunteers and report back at the next meeting.</p> <p>AP reviewed the amber and red RAG ratings in the Minimum Standards – key points: -</p> <p>1.1.1 – AP confirmed joint commissioning with social care was at a very early stage and no formal agreement. AP discussing with AT and will update at next meeting.</p> <p>1.1.2 - AP confirmed RAG rating amber as applying for Training and Development post funding.</p> <p>1.1.6 – AP confirmed there was a lot of working being done to improve knowledge of our service and this would be improved if the Training and Development post secured.</p> <p>1.1.7 – Recruitment of members to steering group to fill gaps in key stakeholders nearing completion as discussed previously.</p> <p>3.6 – AP confirmed working on animation package which will increase from April due to KD’s increased hours. BR looking at videos and workshops.</p> <p>4.1 – AP confirmed if volunteer role continued IPSEA Level I would need to be completed.</p>	<p>AP</p> <p>AP</p>
7.	<p>Statistics and Media and Evaluation</p>	<p>KD presented the report dated 1st September 2020 to 31st January 2021.</p> <p>MG said the report was clear and comprehensive and showed how the service was performing and implications for going forward.</p> <p>Advice Clinics</p> <p>AP reported advice clinics were no longer carried out separately via TEAMS as the same level of support was offered via the helpline appointments with a video call if required. Face to face advice clinics will be reinstated when allowed.</p>	

	<p>8. Any Other Business</p> <p>9. Date of Next Meeting</p>	<p>There was no other business</p> <p>Next meeting booked for 23rd June 2021. MG unable to attend so SMR agreed to chair the meeting.</p>	
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