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MINUTES OF SEND PARTNERSHIP STEERING GROUP MEETING

29th September 2021 – 10:00 – 11:45

Via TEAMS meeting

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| **Steering Group** | **Title & Organization** | **Attended** |
| Keeley White (KW) | Lead Adviser for Inclusion and Executive Head of the VS LAC | √ |
| Mark Gower (Chair) (MG) | Designated Clinical Officer (SEND) Norfolk & Waveney CCG | √ |
| Sarah McRobert (Vice Chair) (SMR) | Foster Parent/Carer | √ |
| June Sewell (JS) | Head of the Virtual School for Looked After Children, Prev Looked After, EAL/GRT  | Apologies |
| 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 | √ |
| Rachel Bell (RB) | Family Voice Norfolk Representative | √ |
| Graham Boulter (GB) | ADHD Norfolk | x |
| Lee Gibbons (LG) | ASD Helping Hands | √ |
| Claire Cumberlidge (CC) | SEN Network | Apologies |
| Louise Robinson (LR) | Education Head Norfolk | √ |
| Matthew Reading (MR) | Head of FAST (Family Assessment & Safeguarding Teams) | x |
| James Stanbrooke (JSt) | Head of Sheringham Woodfields | √ |
| Daniel Newbolt (DN) | Assistant Director, Children’s Social Care | Apologies |
| Jayne Buckingham (JB) | Children’s Service Acting Manager, The Hamlet | Apologies |
| Nick O’Brien (NO) | SENCO, Dereham Neatherd High School | √ |
| Julie Woodhouse (JW) | St Helen’s Pre School | Apologies |
| Rebecca Neve (RN) | Penguin Pre school | x |
| Gemma Burton (GB) | Deputy Head of Inclusive Learning and MINT, City College Norwich | Apologies |
| Clare Angell (CA) | Senior Manager for Children, Young People & Maternity Norfolk and Waveney CCG | Apologies |
| 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 | √ |
| Niamh Keane (NK) | Training and Development Officer SENDIASS | √ |
| Alison Packer (ALP) | Central Bedfordshire (SENDIASS) - observing | √ |

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| **1.****2.****3.****4.****5.****6.****7.****8.****9.****10.****11.** | **Item****Introductions****and Apologies****Minutes of Last Meeting & Action Log****Update on Inclusion and SEND Team****Service Update****Update from Training and Development Officer****Minimum Standards****Service Rebranding Update****Statics and Evaluations****Updates from around the Room****Any Other Business****Date of Next****Meetings** | **Agreed Action**The Group introduced themselves. Alison Packer (Central Bedfordshire SENDIASS) joined the meeting as an observer.Apologies were received from GB, DN, JS, CA, JB, CC and JW.Minutes of the previous meeting were agreed and approved.Action log – DN to attend future meetings as Social Services representative but sent apologies due to another comittment for the September meeting.This item on the agenda was bought forward due to other commitments by KW.KW presented the Service Overview for the Inclusion and Opportunity Service. KW set out the vision, values, and underlying principles of the service.KW confirmed the Inclusion and SEND Team consisted of three teams: -* Early Intervention and Prevention
* Learning and SEND
* SEMH and Transition

The slides from the presentation would be sent out to the members with the Minutes.**General News**AP presented the service update. Main points discussed:-* Working from home would continue for the foreseeable future with access to buildings for meetings/training
* The portacabin had been cleared and equipment needed placed in a storage cupboard for easy access.
* Hayleigh Juggins appointed as new advisor to backfill the advisor post vacated by NK.
* AP informed the group she would be leaving on 15th October 2021 as she had secured a new position as CYP Navigator Team Manager with NHS Norfolk and Waveney CCG
* NK had been appointed as Interim Manager for six months and a plan would be put in place for the training and development role moving forward.
* The team had been very busy especially since September
* SENDIASS working with Phillip Beck, Partner and Community
* Training – Family Group Conferencing team delivered training on appreciative inquiry so the team can work on embedding this in their way of working

**Update from Training and Development Officer**NK presented an update on the progress made since her appointment:-* Two ‘SEN Support’ training sessions for parents/carers. Positive feedback received. RB attended session and confirmed this. LR agreed to advertise sessions on Educate Norfolk.
* Upcoming Professional ‘SEN Support’ and ‘Exclusion’ training sessions. NO expresed interest.
* What had been done in the last 12 weeks
* Future training sessions and what training had been written or in process of being written

It was suggested all schools sign up to the SENDIASS newsletter for informaton on future training. KD agreed to send the link to the training on the website to all members for them to distribute. MG raised the question on how the training will be delivered going forward due to NK’s appointment as interim manager. NK looking at various options but ongoing as only just been appointed in post. AP, MG and SMR attended a meeting to review the Minimum Standards. From that meeting one rating had changed to green and two ratings had changed to amber. The key points: -1.1.1– On hold and NK to pick up and work with RA to move forward with adult social care and secure joint commissioning. NK to contact DB to move forward with children’s social care.1.2.- RAG rating changed to amber from green for capacity to meet Minimum Standards due to AP leaving the service and increased workload.1.1.6 – RAG rating amber as more work needed to be done in promoting knowledge of our service by the Local Authority.1.1.7 – RAG rating amber due to lack of children’s social care representation. To be reviewed in future due to DN’s representation on Steering Group.2.1.1 – RAG rating changed to amber from green as need to secure permanent manager in role.3.6 – RAG rating amber – purchased animation package and two videos made. Working with Jonathon Nice regarding production of videos for older children and young people.MG asked about consultation with young people and AP confirmed Bridget Robinson had engaged with Post 16 colleges but not much response. Bridget would be exploring this again and would also look at schools as well. NO happy for Bridget to contact his school.NK to look at developing training for young people and how to move this forward with the current resources and capacity of the team.**Service Rebranding Update**KD reported that the rebranding was progressing with a new email address, website domain and logo.KD showed the Group the new logo which was sketched by a member of the Youth Forum Group and was ready to be transferred over.CJ pointed out the need for clear communications to ensure that everyone was aware of the rebranding. CJ suggested making sure everyone including schools understood that the service previously known as Parent Partnership was now known as Norfolk SENDIASS. KD agreed to send out communications about rebranding.**Statistics and Evaluations**KD present the Annual Report 1st September 2020 to 31st August 2021. The report compared data from the previous two years and showed there had been an increase in nearly all areas for this period.Classification codes which record the reason for contact were discussed and noted: -* EHCP related contacts – 65% (1614) of codes recorded are EHCP related, this is a 21% decrease from last year.
* Non EHCP related contacts – 35% (854) of codes are non EHCP related queries, this is an 88% increase from last year.

The increase in Non EHCP contacts showed more parents were aware of our service and contacting us for help before the EHCP stage.Adult social care was not represented in this report and a new classification code PAL had been added to the database. This was added on 1st September so KD will add this to report for the next meeting.Professional contacts had increased especially from the Local Authority and this was a reflection on increased awareness and promoting our service to a wider audience.Evaluations now recorded using MS Forms which were easier for parents to respond to the survey and the return rate for this year was 17.5% which was 6.5% more than previous year.LG reported that ASD Helping Hands had a new volunteer. The referrals backlog had been reduced and there was capacity for more referrals. LG to send NK details on ASD Helping Hands Information Day on 18th October 2021.CJ requested that any training and information be sent to the Local Offer to be advertised via email to send@norfolk.gov.uk.MG and SmR thanked AP for all the work she had done over the last two years especially in such difficult circumstances with COVID. They both congratulated AP and wished her all the best in her new roleMG welcomed NK as the Interim Manager and wished her well in her new role.Date of Next meetings: -* 9th February 2022
* 22nd June 2022
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