

SEND STRATEGY STEERING GROUP (VIRTUAL) 30 JUNE 2020



Attendees:

Judith Harwood (JAH) (Chair)	Service Director, Education, Participation & Skills	PCC
Claire Paddon (CP)	Parent Rep	Plymouth Parent Carer Voice
Jo Siney (JS)	Head of SEND & Inclusion	PCC
Tara Vassallo (TV)	Parent Rep	Plymouth Parent Carer Voice
Nicolle Gallagher (NG)	SEND Youth Forum, Youth Worker	PCC
Blanche Gibson (BG)	0-25 SEND Team Manager	PCC
Alan Ebbens (AE)	Team Manager, PIASS	PCC
Penny Whitell (PW)	Service Manager, SEND	PCC
Clare Hetherington (CH)	Principal Educational Psychologist (Acting)	PCC
Ruth White (RW)	Designated Nurse – LAC	New Devon CCG
Janet Greaves Stocker (JGS)	Commissioning Officer	PCC
Elizabeth Knight (EK)	Early Years Rep	Lark Children's Centre
Denise Edgecombe (DE)	Clinical Education lead for Health Visiting and School Nursing	Livewell, South West
Bob Hunter	Director of Student Journey	City College Plymouth
Hannah Daw	Performance Advisor	PCC
Jim Barnicott (JB)	Leadership Associate, SEND	PCC
Siobhan Grady	Senior Commissioning Manager	New Devon CCG
Heidi Price (HP)	Headteacher, Primary Rep	Yealmpstone Farm Primary School
Nadia Donald (ND)	Minute Taker	PCC

Apologies:

Gill Parker	Voluntary Sector Rep	Friends & Families
Siobhan Wallace (SW)	Head of Service, Children, Young People & Families	PCC
Emily Street (ES)	Commissioning Manager	New Devon CCG
Tracy Clasby (TC)	Locality Manager	Livewell, South West
Tracy Tucker (TT)	Childrens Centre Rep	Barnardo's

Andrea Hemmens (AH)	SHAP Representative, Headteacher	Andrea Hemmens (AH)
Karen Dorow (KD)	Director of Faculty, City College Plymouth	Post 16 Provider
Sue Syers (SS)	DCO/Nurse Consultant, Child Development Centre	PHNT
Jayne Blood (JB)	CAMHS, Service Manager	Livewell
Sara Kirkup (SK)	Children's Lead	Livewell, South West
Sarah Goddard	CAMHS Rep	Livewell, South West

Item	Notes	Action
1.	WELCOME, INTRODUCTIONS & APOLOGIES	
	As above. JAH thanked everyone for the work that has been taking place in between these meetings.	
2.	MINUTES FROM MEETING ON 19 MAY AND MATTERS ARISING	
	<ul style="list-style-type: none"> Flow of activity data – agenda item for today NG/KD to link regarding any concerns re: CCP – NG will continue to follow up. 	
3.	YOUTH ASCENDS	
	Following the successful pilot project with schools, Eggbuckland CC and Woodlands have now also joined, taking this to 6 schools involved. Linking with Teen Talk - CP raised concerns about this and their supervision on young people. NG to look into their diligence further and inform them of our city approach. JGS to look at from a commissioning perspective.	JGS to look into Teen Talk from a commissioning perspective
4.	PPCV	
	Survey has gone out to families and has received a good response and created a lot of interest on forums. CP thanked everyone for their contributions to the FAQ document which will be going live tomorrow and published on the Local Offer. Discussed having a monthly check in to keep updated and add any new questions raised. The Charter is going to the CYP Partnership Board which this group reports to to get commitment across governance and be endorsed. Contact with families is increasing.	
5.	SELF ASSESSMENT	
	As part of our self-assessment we will be looking at the partnership and effectiveness of this group. JS has put together a presentation to take stock of our progress, to think about our strengths, gaps and our next step proposals. The Terms of Reference have also been circulated for us to review and implement for September.	

	<p>Proposed next steps</p> <ul style="list-style-type: none"> • Revised Terms of Reference drafted for consideration • Opportunity to refresh membership and roles and responsibilities for the coming year • Workshop in September to discuss the forward plan and agree the activity and membership of the theme groups. • We can also explore the potential levers we can use to influence change and improvement • Review of Data Working Group support requirements • Review of SEND Local Offer system-wide requirements <p>Terms of Reference</p> <p>JS has revised the purpose of this group within the Terms of Reference. The framework for the SEND strategic work has been set out in five project themes. Each theme will have an improvement plan in place and report progress into the SEND Steering Group as part of a forward plan. In September we will hold a workshop to look at our priorities and improvement plan for the coming year. The document sets out our key responsibilities, outcomes to be achieved and our underpinning principles.</p> <p>Membership</p> <p>This reflects the SEND system gathered together and lays out the core teams. The named person is responsible for liaising with their sector.</p> <p>Disagreement resolution</p> <p>Raised that this has never been required, however it is useful to have this laid out with the terms of reference that any issues are raised with the chair.</p>	
6.	<p>COVID-19 UPDATES FROM SECTORS</p>	
	<p>Updated provided from primary school sector and PIASS.</p>	
7.	<p>DATA</p>	
	<p>PW provided flow of activity data from 1st April 2020 – 19 June 2020 in order that we could gain a clearer picture of EHCP activity.</p> <p>SEND Data book</p> <p>HD/JB will be discussing priorities and focus further for SEND data working group. HD to look at an analysis tool that has recently become available from the Government.</p>	
8.	<p>EMOTIONALLY BASED SCHOOL AVOIDANCE GUIDANCE</p>	
	<p>Four documents have been circulated in advance relating to emotionally based school avoidance. These will also be shared with schools this week. Guidance is also being produced relating to SEMH on return to school. Knowing the reason for a school avoidance is important in order that support can be offered</p>	

	effectively. The principles of this apply to COVID-19 specifically. The documents includes useful templates and framework. Documents will be available on the Local Offer and will continue to be updated.	
9.	AOB	
	Short Breaks for Summer Holidays – JGS has drawn together a summary of what is available and we are working with direct access providers.	ND to circulate