

**NOTES OF SEND STRATEGIC BOARD GROUP MEETING
ONLINE TEAMS MEETING: 11 MAY 2023, 1330-1530**



Attendees:

Annie Gammon (AG) <i>Chair</i>	Interim Service Director, EPS	PCC
Claire Paddon (CP) <i>Co-Chair</i>	Parent Rep	Plymouth Parent Carer Voice
Amanda Paddison (AP)	Head of SEND	PCC
Martine Aquilina (MA)	Head of Service, Children, Young People & Families	PCC
Hannah Daw (HD)	Performance Advisor	PCC
Andrea Hemmens (AH)	SHAP Representative, Head teacher	Woodlands School
Elizabeth Knight (EK)	Early Years Rep	Lark Children's Centre
Fiona Fitzpatrick (FF)	Senior Commissioning Manager	NHS Devon ICB
Tracy Clasby (TC)	Assistant Director, Children, Young People & Families Service	Livewell South West
Mark Collings (MC)	Commissioning Officer, Adult Services 18-64	PCC
Helen Huntley (HHU)	PIASS Team Manager	PCC
Sara Kirkup (SK)	Children's Professional Lead	Livewell, South West
Brigitte Price (BP)	DCO	NHS
Heidi Price (HP)	Head teacher, Primary rep	Yealmpstone Farm Primary School
Sue Syers (SS)	Nurse Consultant, Child Development Centre	PHNT
Tim Tod (TT)	CEO	Friends & Families
Lisa Cornish (LC)	Educational Improvement Officer	PCC
Clare Hetherington (CH)	Principal Educational Psychologist	PCC
Tina Brinkworth (TB)	Head of Skills & Post 16	PCC
Polly Lovell (PL)	Deputy Director of Education & Inclusion and Secondary Rep	Reach South Springfields Academy
Julie Frier (JF -Guest)	Public Health	PCC
Gareth Walton (GW-Guest)	Programme Manager, Skills Development	City College Plymouth
Sara Jordan (SG - Guest)	Head teacher	Brook Green School
James Cook (JC- new participant)	Advanced practitioner, Community Paediatric Service	PHNT
Rachel Summers(RS)	Inclusion Lead & Primary Rep	Reach South
Heather Rogers (HR)	Group Manager, Adult Social Care Transitions	Livewell South West
Corinne Rhodes-Picton (CR-P)	Development Support Officer	NSPCC
Chelsea Sleep (CS)	0-25 Team Manager	PCC

Shelly Shaw (SSH)	Development & Impact Manager	NSPCC
Lee Earnshaw (LE)	Head of Virtual School	PCC
Michelle Ollier (MO)	Minute taker	PCC

Apologies:

Janet Greaves-Stocker	Commissioning Officer	PCC
Emma Crowther	Strategic Commissioning Manager	PCC
Jim Barnicott	Head of Education	PCC
Frank O’Friel	Care Group Manager	PHNT
Isabelle Morgan	Service Manager, Inclusion & Welfare	PCC
Sue Smith	Early Years Improvement Partner	PCC
Nicole Gallagher	Children & Young People	PIASS & Youth Ascends Leader
Jenny Hutton	Early Years Improvement Officer	PCC
Tara Vassallo	Parent Rep	PPCV
Jane Dunlop	DMO	New Devon CCG
Ben Manning	Post 16 Rep	City College Plymouth
Andy Williams	Adult Social Care	Livewell South West

Item	Notes	Action
I.	INTRODUCTIONS, NOTES & MATTERS ARISING	
	<p>The group agreed the notes from the meeting on 13 April 2023 as a true representation of the meeting.</p> <p>AG confirmed that actions noted going forward would have a default deadline of a week before the next meeting.</p> <p>AG proposed that Early Years should be added to the agenda for the meeting in July 2023.</p> <p>SEND Sufficiency update:</p> <p>AG raised the issue of the lack of enough specialist school places, informing the group of the short term plan to manage this. This will be brought back for information to the group in the future. The long term plan is part of the strategy.</p> <p>AG said that there is a designated task group of PCC Officers looking at the current situation. Wherever possible, children are supported in mainstream schools. They are also looking at creating additional good quality specialist places. There is support for parents going through that process. PIAS have also been involved in discussion and AG said that she would also discuss this further with PPCV.</p>	

2.	<p>SEND STRATEGY (AG)</p> <p>Taking forward the SEND Strategy:</p> <p>AG raised the six priority subheadings in the document and asked for volunteers to lead and participate in each of these areas in order to progress this into a plan (meeting by the end of June 2023 identifying milestones & KPI's) as well as a strategy.</p> <p>Volunteers and suggested participants listed below:</p> <ol style="list-style-type: none"> 1. Early Identification & Support: (CH lead) <ul style="list-style-type: none"> • Emma Waines (TBC – identified as potential due to working in HUBS) • Lisa Cornish (To confirm) • Clare Hetherington H added raised that this is a cross cutting area and other appropriate reps could be identified) • PIAS • Hannah Daw • Sara Kirkup 2. Inclusion: (It was noted the overlap with Inclusion Board/Task & Finish Group, Place based work) <ul style="list-style-type: none"> • Polly Lovell (volunteered as lead, from secondary) • Tracy Clasby • James Cook • Rachel Summers • PIAS • Hannah Daw 3. SEND Pathway: (no lead volunteer) <ul style="list-style-type: none"> • PIAS • Tracy Clasby • Brigitte Price • Hannah Daw • Fiona Fitzpatrick • Janet Greaves-Stocker 4. SEND Sufficiency & Provision: (no lead volunteer) <ul style="list-style-type: none"> • Lee Earnshaw • Annie Gammon • Sara Kirkup • Andrea Hemmens • Hannah Daw • Annie Gammon 	<p>TC to consider a health nominee that's links in with attendance etc. on point 2.</p>
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	<p>5. Transitions & Preparation for Adulthood (no lead volunteer)</p> <ul style="list-style-type: none"> • Gareth Walton (FE provision - Ben Manning, City College) • Heather Rogers • Lisa Cornish • Brigitte Price • Tracy Clasby (To convene the group in the first instance) • (Adult health services and EPS need to be identified) • PIAS • Lisa Cornish (to confirm) • Tina Brinkworth (Focus on Post 16) • Hannah Daw • Mark Collings <p>6. Managing Money & Resources:</p> <ul style="list-style-type: none"> • Amanda Paddison (co-lead) • Fiona Fitzpatrick • Hannah Daw • Mark Collings • Heidi Price 	<p>TB to discuss with AG potential support from On Course South West around point 6. 1 June 2023</p>
<p>3.</p>	<p>OVERVIEW OF THE JOINT STRATEGIC NEEDS ASSESSMENT (JNSA) (JF & HD)</p>	
	<p>Members referred to previously distributed JSNA document circulated in advance of the meeting.</p> <p>JK asked the group to feedback if they felt anything had been missed that we might have data for that we might be able to include before we wrap it up as a first pass document.</p> <p>JK responded to a question from AG regarding how frequently the data in this document would be updated by confirming that changes might occur iteratively. FF raised the importance of us being able to evaluate, review and reflect on the data regularly adding that this might be able to be done in our subgroups for the SEND Strategy Plan to determine the difference we are making in the milestones and areas of work we are doing.</p> <p>AG stated that this document should be discussed with the SLT of Education, Participation & Skills as well as head teachers.</p> <p>HD raised the issue appropriate ownership of this document in order to disseminate and update information effectively in order for data remain useful. AG confirmed that ownership of the document should be picked up at the Systems Leadership Board for children and suggested that once JF had made final amendments that it should start to be socialised and shared by the end of May 2023.</p>	<p>AG to take this document for consideration at the SSLB. 1 June 2023</p> <p>MO to circulate to the group 31 May 2023.</p>

4.	<p>POST 16 TRANSITIONS</p> <p>We had input from four different perspectives:</p> <p>Update from Brook Green Special School (SJ):</p> <p>Setting is aged ranged 11-16 aged Special School, one of three in the city for up to 16 years old. They have a wider range of young people starting at all times and transitions need to be planned very differently starting at Year 7.</p> <p>A career tracker is used. They also use some bespoke providers in Year 9 if children need particular work around transitions.</p> <p>Primarily work starts in year 10 and they do at least 6 days work experience in Year 10 and in Year 11. Young people have one day a week as college days which they travel to independently if possible in supported groups with teaching assistants.</p> <p>SJ stressed the importance of the flexibility of providers in making transitions successful at post 16. SJ would like to invite providers to visit Special Schools to meet the young people and talk to them about their aspirations. We would also like providers to let us know if placements aren't working as we are willing to offer support rather than letting placements fail.</p> <p>SJ said that being able to reach out to providers who can offer a range of provision to meet the young people's needs is important. The school's Learning Coordinator works hard to link in with their 13 different providers in response to the complexity and the changing profile of their cohort, focussing on careers and employability. Finding the right courses is their biggest challenge as there are very few Level 1 Apprenticeships entry level courses that meet the needs of the students and underpin the jobs they might want to do.</p> <p>SJ also raised the lack of places for young people and frustration and worry of parents whose children are leaving specialist provision in June, with nowhere to go in September with all of the preparation around transport and transit to yet be arranged and prepared.</p> <p>SJ talked about the Year 6/7 Transition Portal for Post 16 that will enable us to track young people as well as the possibility of then creating a portal for Post 16 to enable this tracking to take place.</p> <p>Gareth Walton, Skills Development Manager – City College discussed the presentation circulated in advance of the meeting.</p> <p>Their transitions at City College were into and out of college</p> <p>The college work with young people quite a long time before they start college. The college's programmes and initiatives are used to support their</p>	<p>CP to link in with SJ to discuss collaboration re: the Preparing for Adulthood Conference in September. 1 June 2023</p>
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choices. There is a designated transitions coordinator that visits schools to help facilitate, join in on EHCP's and run tools for both parents and young people. Planning is done to ensure young people are as happy as possible come September.

GW reiterated the point that the transition from special school in to collage is a huge change and in order to help with that, the college run an annual transition week where students can come and spend 3 days with us to see what college is like, to meet the staff, have a go at activities. Arrangements can also be made for cohorts to visit for a day a week.

Challenges:

- Increasing volume – predicted to have a large spike in intake this year. We will need to think about rooming and the logistics of taking on more young people.
- Work placement provision: To ensure students have work placement opportunity and is tailored to them with the right person in the right sized employer.
- Transport and travel training. We have to work closely with PCC and the travel training team to have skills embedded to help facilitate student's independence skills.
- Transitions and liaison with Adult Social Care: Negotiating longer term adult arrangements is time consuming that social care assessments need to be initiated early and without them it's difficult to have a concrete plan for some of our young people by the end of the academic year.

BP raised the issue of young people with complex health needs in College and to remind the College that she would be able to signpost and support around this area especially around support in their placements, in particular transport. GW said that they are have reviewed their Intimate Needs and Medical care policy and that they deal with medical needs on a case by case basis.

Heather Rogers, Adult Services, (Livewell commissioned by PCC to deliver the service):

HR said that there is a triage at the front door where details are taken and migrated for further assessment and review which includes pathway planning of working towards independence.

HR said they do have to educate providers that they are not housing but adult social care, providing appropriate care and support needs.

We do plan with people across the sector EHCP care planning and will attend, if notified.

BP to contact GW to discuss on how to link in on complex health needs.

1 June 2023

MO to circulate Adult services

	<p>HR highlighted that Adult Social Care is not a free service and because young people might have to contribute financially it can put them off using the service. HR confirmed that the service are currently working with approximately 80 people, half of which were not eligible for social care funding.</p> <p>HR confirmed that the eligibility criteria could be found in the Care Act.</p> <p>Tina Brinkworth, Head of Skills and Post 16, PCC:</p> <p>TB informed the group that in September there were only 9 children (out of over 1000 on an EHCT plan) that were on a supported internship. Working with the newly established SEND Employment Forum this has now increased by 310% and the figures are now at 28 placements as of April 2023. We recognise we have a long way to go but we are working hard and collaborating across the city to continue to make progress.</p> <p>In comparison to national statistics of 5%, Plymouth is less than 1% of every 100 SEND young person in paid employment of 16 hours or more.</p> <p>Through our Adult education budget, here have been some new reforms that have come through to support young people 19+including a work experience offer. Pilots are being created in the City from September and we have been able to increase the number of our NDTI based trained work coaches by 50% increasing from 6 to 9 people.</p> <p>What's next?</p> <ul style="list-style-type: none"> • Refining data with schools to understand young people career aspirations for the future. • Creating more supported internship opportunities. • Employers have power to create opportunities – making sure the SEND Internships lead to sustainable long term employment for young people. Committed to deliver these Internships from September. <p>CH raised the particularly vulnerable group of young people who have emotionally based school avoidance who they see increasingly coming to panel for requests for EHCP who actually don't have any kind of learning need, but where their mental health acts as a barrier to them accessing both education and engagement within their community. They are in extreme danger of becoming NEET and this could be picked up with the Transition & Preparation for Adulthood Group as a key area.</p> <p>AG confirmed that the Board would be looking into this area again through the work being done within the Transition & Preparation for Adulthood Group.</p>	<p>report after the meeting. 1 June 2023</p> <p>HR to send HH a summary of eligibility from the Care Act. 1 June 2023</p> <p>AG & TC to pick this up at SSLB to make sure we have the right join ups in place. 1 June 2023</p> <p>TC to ensure this group are on agenda for subgroup 1 June 2023</p>
<p>5.</p>	<p>QUALITY ASSURANCE (CH & BP)</p>	

	<p>CH & BP discussed the previously circulated Quality Assurance document and the work that has been done on redeveloping an audit process for the assessment and drafting of statutory EHCP's for review by the Board in order that we maintain a high quality standard.</p> <p>CH & BP said that one the process is up and running again that they would like to do a regular report back to the SEND Strategic Board to discuss what the audit process is telling us and what learning experiences do we have from this.</p> <p>BP raised her observation of the gap in understanding of what transition will mean from a health and social care point of view. BP and HR had discussed on how we can cascade this information effectively. AG suggested linking in with Lisa Cornish in order to get this information to SENCO's in the first instance.</p> <p>AG & MA would like this valuable work to come back to both this Board and the Joint Learning panel for Children's Services.</p>	<p>BP to meet with HR & LC to discuss this to begin cascading information through the SENCO briefings. 1 June 2023.</p> <p>CH to take to Learning Panel in July 2023.</p>
6.	<p>SEND INSPECTION READINESS (AG & FF)</p>	
	<p>AG and FF discussed the previously circulated Opening presentation draft. AG updated on the Inspection readiness meetings that have been taking place regularly.</p> <p>Including:</p> <ul style="list-style-type: none"> • Work around documentation & evidence has been quality assured. • Data is ready. • Rehearsing the three weeks of inspection. <p>AP reassured the Board that prepared communications will go out to all as soon as we informed that we are due to be inspected.</p>	
7.	<p>NSPCC: Update on work around prevention of sexual abuse relating to SEND (SSH & CR-P)</p>	
	<p>Both SSH and CR-P presented their PowerPoint presentation to be circulated post meeting to the Board.</p> <p>AG agreed that the safeguarding of children with SEND is a really important strand of work that sits under the safeguarding partnership.</p> <p>The Board thanked NSPCC for the comprehensive update.</p> <p>SK said that she could look into whether the Level 3 training specifically focuses on child sexual abuse. MA confirmed this was more generic.</p>	<p>MO to circulate the PowerPoint to the Board post meeting. 1 June 2023</p> <p>CH to add safeguarding to strand I, Early Identification and Support.</p>

	<p>MA said that the Early Help in the new Locality Teams and SEND will be joining up to do some of that work around this and requested that that specialist training be provided to the Team so that can pick these concerns up earlier. It would be very much locality based and so much more in the communities than we ever have been. SSH said that she could discuss this further with MA.</p> <p>BP highlighted the need to develop skills when communicating with young people who aren't able to verbalise particularly around issues such as abuse.</p>	<p>1 June 2023</p> <p>SSH to talk with MA to discuss specialist training for staff.</p> <p>1 June 2023.</p>
8.	SEND CONFERENCE	
	<p>CP talked through the details of the SEND Conference. The PowerPoint to be circulated to the Board post meeting.</p> <p>The date of the SEND Conference which will be held at the Guildhall on 24 May 2023 has been extensively publicised to schools, parents and carers and partners.</p> <p>This year there will be 16 different talks which will be recorded or we will be asking for recordings of their talks to post to be watched by people that could not attend in person.</p>	
9.	AOB & MEETING CLOSE	
	CP to send information to MO to distribute on Autism in Schools with a view to further discussion as a future agenda item	<p>CP</p> <p>1 June 2023</p>

Continued – table of meeting actions...

ACTIONS FROM MEETING:		
	ACTION	Date for completion
Agenda item		

1.	(1) Early Identification & Support	Clare Hetherington to add safeguarding to this strand	1 June 2023
2.	(2) SEND Strategy: Inclusion Strand	Tracy Clasby to consider a health nominee that's links in with attendance etc.	1 June 2023
3.	(5) SEND Strategy: Transition & Preparation for Adulthood	Tracy Clasby to add emotionally based school avoidance on the agenda for discussion at this group	1 June 2023
4.	(6) SEND Strategy: Managing Money	Tina Brinkworth to discuss with Annie Gammon potential support from On Course South West.	1 June 2023
5.	(3) Overview of the JNSA	Annie Gammon to take this document for consideration at the SSLB. 1 June 2023	1 June 2023
6.	(3) Overview of the JNSA	Michelle Ollier to circulate final draft of the document to the Board.	31 May 2023
7.	(4) Post 16 Transition	Claire Paddon to link with Sara Jordan to discuss collaboration for the Preparing for Adulthood Course in September 2023.	1 June 2023
8.	(4) Post 16 Transition	Brigitte Price to contact Gareth Walton, Skills Development Manager – City College to discuss on how to link in on complex health needs.	1 June 2023
9.	(4) Post 16 Transition	Michelle Ollier to circulate Adult Services report to be sent by Heather Rogers	1 June 2023

10.	(4) Post 16 Transition	Annie Gammon to raise as an agenda item Emotionally based school avoidance to the SSLB.	1 June 2023
11.	(5) Quality Assurance	Brigitte Price to meet with Heather Rogers & Lisa Cornish to discuss this in order to begin cascading this new process through the SENCO briefings.	1 June 2023
12.	(5) Quality Assurance	Annie Gammon & Martine Aquilina would like this valuable work to come back to both this Board and the Joint Learning panel for Children's Services.	Future meeting agenda item.
13.	(7) NSPCC: Update on work around prevention of sexual abuse relating to SEND	Michelle Ollier to circulate to the Board post meeting.	1 June 2023
14.	(7) NSPCC: Update on work around prevention of sexual abuse relating to SEND	Martine Aquilina and Shelley Shaw to discuss specialist training for PCC staff.	1 June 2023
15.	(9) AOB	Claire Paddon to forward information relating to Autism in schools to MO for circulation to the board post meeting	1 June 2023