

**NOTES OF SEND STRATEGIC BOARD GROUP MEETING
12 OCTOBER 2023**
ONLINE TEAMS MEETING: 1:30pm-2:30pm

Attendees:

Annie Gammon (AG) <i>Chair</i>	Interim Service Director, EPS	PCC
Claire Paddon (CP) <i>Co-Chair</i>	Chair of PPCV	Plymouth Parent Carer Voice
Tara Vassallo (TV)	Co-Chair PPCV	Plymouth Parent Carer Voice
Amanda Paddison (AP)	Head of SEND Services	PCC
Emma Waines (EW)	Occupational Therapy Team Manager (SEND)	PCC
Tina Brinkworth	Head of Skills & Post 16	PCC
Tracy Clasby (TC)	Assistant Director, Children, Young People & Families Services	Livewell South West
Rachel Summers (RS)	REACH South Trust Inclusion Lead, Primary rep	REACH South
Ben Manning (BM)	Executive, City College	City College
Elizabeth Knight (EK)	Early Years Rep	Lark Children's Centre
Debbie Degan (DD)	SEND Service Manager & Development Lead	PCC
Heidi Price (HP)	Head teacher, Early Years Rep	Yealmpstone Farm Primary School
Brigitte Price (BP)	DSO	NHS
Chelsea Sleep	Team Manager 0-25	PCC
James Cook (JC)	Advanced Clinical Practitioner, CDC	UHT
Elizabeth Knight (EK)	Co-Lead, Lark Childrens Centre	
Fiona Fitzpatrick (FF)	Senior Commissioning Manager	NHS Devon ICB
Helen Huntley (HHU)	PIASS Team Manager	PCC
Clare Hetherington (CH)	Principal Educational Psychologist	PCC
Sara Kirkup (SK)	Children's Professional Lead	Livewell, South West
Andrea Hemmens (AH)	SHAP Representative, Head teacher	Woodlands
Gemma Conidis (GC)	Commissioning Officer	PCC
Suzanne Gale (SG)	Project Manager	PCC
Michelle Ollier (MO)	Notes	PCC

Apologies:

David Haley	Interim Director of Children's Services	PCC
Andy Williams	Adult Social Care Lead	PCC
Shelley Shaw	Together for Childhood programme Manager	NSPCC
Sue Smith	Early Years Improvement Partner	PCC
Lee Earnshaw	Head Teacher, Virtual School	PCC

Jim Barnicott	Head of Education & Virtual School	PCC
Lisa Cornish	Educational Improvement Officer	PCC
Jenny Hutton	Early Years Improvement Officer	PCC
Polly Lovell	Secondary rep, REACH South	REACH South
Hannah Daw	Performance Advisor	PCC
Hannah Pugliese	Head of Women and Children's Commissioning	NHS Devon
Emma Crowther	Head of Commissioning	PCC
Lisa McDonald	Education Improvement Partner	PCC
Elizabeth Knight	Co-Lead, Lark Children's Centre	PCC
Mark Collings	Commissioning Officer, Adult Services 18-64	PCC
Tim Tod	CEO, Voluntary & Community Sector Rep	Friends & Families
Nicole Gallagher	Children & Young People Worker	PIASS and Youth Ascends Leader

Item	Notes	Action
1.	WELCOME, INTRODUCTIONS & APOLOGIES	
	David Haley and Nicole Gallagher sent formal apologies for the meeting.	
2.	MATTERS ARISING FROM THE LAST MEETING	
	<p>AG talked about the valuable discussion that had been held in the break out sessions at the previous meeting that were important to hold on to as we look ahead following the inspection report.</p> <p>AG added that the valuable discussion held during these board meetings have assisted in the delivery of the SEND Strategy and for which we can continue to build on and thanked the Board for their input.</p>	<p>MO to attach notes to these minutes. 5/11/23</p>
3.	GOVERNANCE OF SEND AND HOW THIS GROUP WILL WORKING MOVING FORWARD FOR THE COMING YEAR. USE OF SUBGROUPS	
	<p><u>SEND Improvement Action Plan:</u></p> <p>AG recapped on the work that had taken place to create the Action Plan within the 6-week time frame allocated after the Inspection Report was published on 22 August 2023, thanking the Board for their input into this Action Plan.</p> <p>The Action Plan had now been submitted to the DfE and they were waiting to hear if any further amendments would be expected to be made, if so, if need be, the Board members would be consulted for their input.</p> <p>AG informed the Board that she expected that the final report be published, after endorsement by the Plymouth City Council Cabinet and Health governance, within the next 2 weeks.</p>	

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	<p>AG informed the board of the notice received by the Secretary of State for the formal set up of required external board, as a requirement following the SEND Local Area Inspection.</p> <p>AG walked through the structure of the plan that had been previously circulated to the group.</p> <p>AH and AP commented on this published plan being visible and shared with stakeholders to see the progress and changes we are making. AH added that in order to have buy in representation should be sought from all different areas within the Action plan. AG agreed adding that discussion had been held around communications adding that the latest version will be sent out to the school leaders next week.</p> <p>AG confirmed that this would be published on our website, providing the updated version every six weeks.</p> <p>AG confirmed that they have now agreed the process for vulnerable children.</p> <p>FF elaborated on communications and the need for an area to be available to see developments of plans and their updates as well as the visible challenge and accountability for people to say what we've done and what we are working on to demonstrate how we are working together as well as a platform to hold us to account for the work that is expected to be done. AG agreed that this was important.</p> <p>AG talked about the requirement, post inspection, for a statement to be added to the front of the SEND Strategy document.</p> <p>ACTION: AG said that for the next meeting the Board will discuss appropriate suggestions with a view to publish a revised version of the SEND strategy which was originally published in April 2023.</p> <p>The Board did not have anything more to add in relation to the Action Plan.</p> <p><u>Governance – Organisational Chart:</u></p> <p>AG walked through new governance structure chart with the Board that was shared during the meeting.</p> <p>AG added that invitations may extend to some of the members of this board in other groups that are presently becoming established, and we will know who will be involved in these groups over the next few weeks to include appropriate Health partners.</p> <p>AG confirmed that this board will become the SEND Strategic Engagement Board and meet quarterly instead of monthly comprising of a slightly smaller group to include representatives from schools and colleges, parents and carers.</p>	<p>MO to add to forward plan and draft agenda. SG/AG to note re work on strategy. 5/11/23</p>

Item	Notes	Action
	<p>Communications going forward:</p> <p>In order for the SEND Strategic Engagement Board to be kept up to date and momentum with the work that other groups will be doing around SEND Improvements. It was suggested by FF that a slide be created and circulated to the Board with the key areas that the task and finish weekly groups have been working on and what will be forthcoming including any kinds of risks and issues that arise.</p> <p>AH agreed adding that it would also be to use these slides or if possible, videos on social media feeds to ensure that our parents and young people are getting a full update for full engagement with stakeholders.</p> <p>AG agreed this as an ACTION: Slides to be created and at regular intervals Chairs of new groups to create a short video update of what has been worked on to be circulated to all stakeholders, including this Board group.</p>	<p>MO to draft outline slides.5/11/23</p>
4	MEETING END	

Next meeting to be held on 11 January 2024 via Teams link. Following change in governance the board will now be known as the SEND Strategic Engagement Board.