

**NOTES OF SEND STRATEGIC BOARD GROUP MEETING**  
**21 SEPTEMBER 2023**

**ONLINE TEAMS MEETING: 1:30pm-3:30pm**



**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
Emma Waines (EW)	Occupational Therapy Team Manager (SEND)	PCC
David Haley (DH)	Interim Director of Children's Services	PCC
Andy Williams (AW)	Adult Social Care Lead	Livewell South West
Shelley Shaw (SS)	Together for Childhood programme Manager	NSPCC
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
Hannah Daw (HD)	Performance Advisor	PCC
Lisa McDonald (LM)	Education Improvement Partner	PCC
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
Hannah Daw (HD)	Performance Advisor	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
Mark Collings (MC)	Commissioning Officer, Adult Services 18-64	PCC
Helen Huntley (HHU)	PIASS Team Manager	PCC
Clare Hetherington (CH)	Principal Educational Psychologist	PCC
Sara Kirkup (SK)	Children's Professional Lead	Livewell, South West
Shelly Shaw (SS)	Development & Impact Manager	NSPCC
Andrea Hemmens (AH)	SHAP Representative, Head teacher	Woodlands
Tim Tod (TT)	CEO, Voluntary & Community Sector Rep	Friends & Families
Nicole Gallagher (NG)	Children & Young People Worker	PIASS and Youth Ascends Leader
Michelle Ollier (MO)	Notes	PCC

**Apologies:**

Amanda Paddison	Head of SEND Services	PCC
Tina Brinkworth	Head of Skills & Post 16	PCC
Brigitte Price	DSO	NHS
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
Gemma Conidis	Commissioning Officer	PCC
Hannah Pugliese	Head of Women and Children's Commissioning	NHS Devon
Emma Crowther	Head of Commissioning	PCC
Chelsea Sleep	Team Manager 0-25	PCC

Item	Notes	Action
<b>1.</b>	<b>WELCOME, INTRODUCTIONS &amp; APOLOGIES</b>	
	AG welcomed the board to the first meeting since the SEND Local area inspection report was published. This forms much of the agenda for discussion during this meeting.	
<b>2.</b>	<b>PREVIOUS NOTES &amp; ACTIONS</b>	
	<p>AG added that there was important discussion that occurred during the boards face to face meeting in July that should be discussed and fed into our response to the DfE.</p> <p>AG raised the importance of bearing in mind the identified KPI's and learning factors (attached documents 2 &amp; 3 in attached papers) as part of the group discussion as part of agenda item 5.</p> <p>AG added the decision to defer the subgroup work due to the slight shift in governance and focus in response to the SEND Inspection report and the draft action plan.</p> <p>DD elaborated on the risks and KPI's attached adding that there was a common misconception that the inspection was of the local authority rather than of the local area. Other themes raised in the inspection report such as shared understanding of vulnerability of children across education, health and care and how we share information between us. This included data sharing and methodical differences around data recording and training.</p> <p><b>ACTION: AH, FF &amp; HD to ensure, after review of feedback from workshop that any items are either added to the Action plan or have been added appropriately elsewhere for action.</b></p>	

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	<p>DD talked about Key learning was around how we identify our most vulnerable children and young people in the city across education, health and care and importance of having shared understanding of the trigger points for such vulnerability and how these are flagged and the importance of the early identification of need. AG highlighted the importance that valuable collaboration on discussion.</p> <p>DD confirmed that mapping vulnerabilities was a key theme and associated key professionals is part of what we are looking to incorporate in the action plan as a key priority.</p> <p>AG talked about the importance of raising these themes that are coming through and incorporated into the first two propriety areas of the report around multi agency work and the understanding of risk. Associated tiers of training will also be outlined and included within the plan.</p>	<p>AG/DD to confirm at next meeting how the work on mapping vulnerabilities is to be taken forward.</p>
<b>3.</b>	<b>INSPECTION REPORT AND ACTIVITIES SINCE</b>	
	<p>FF talked about the 9 key areas of focus for action within <b>6A &amp; 6B</b>. Multi agency meetings have been set up between health, education &amp; social care where we have two representatives from each of the areas explaining the delay due to the summer holidays in making timely progress.</p> <p>FF added that there were 9 multi agency areas and that they were split into 6A &amp; 6B which they have been working through.</p> <p>We have initiated and run sessions to formulate a response to determine what kind of actions have delivery and outcomes that would be relevant to see.</p> <p>HD added that much co-production had been undertaken with the following: Youth Ascends, PIAS, Step by Step, Youth parliament and PPCV to cover all ages of children to ensure we are focussing and listening to children, young people and families and carers across a whole age range in order to translate, hear and understand correctly as part of an outcome statement.</p> <p>HD said that she is including key elements to feed into the leaders and the authors of the plans which also includes the outcomes and actions collated as part of the workshop and feeding those directly into the action plan.</p> <p>We are making every effort to share all the learning and feedback that we have had across the workshop and the co-production sessions as well as feeding back and referencing the SEND Strategy to develop the areas within the Improvement Plan.</p>	

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	<p>AH highlighted the difficulties around bringing together and knowing where to obtain information of our children that have multiple specialist services involvement where multiple appointments have been missed. AH highlighted the need for better processes to be set in place to check whether children were meeting their appointments and if not for it to be easier for clinicians to record this data. AG added that this follows our need for clear communication around our most vulnerable children.</p> <p><b>ACTION: TC to look into easier communication around medical attendance i.e., IG agreement. TC said that this will be included in the action plans.</b></p> <p>BM felt that Post 16 students get missed off the list. They have a significant volume of SEN students, and these numbers engulf the set, and we don't get information or talk about it very much so it would be great to see more on that. AG agreed with BM on this adding that on governance transitions and preparing for adulthood as we believe that Post 16 needs to be emphasised.</p> <p><b>ACTION:</b> Following meeting next Thursday between BM &amp; DH and actions to take these points forward will be followed up thereafter.</p> <p>EK talked about the need for emphasis on EY also highlighting the variability of communications especially around transitions. AG commented on the need for earlier identification considering the children that are in small settings or are not in any setting at all. In terms of their education and care. AG confirmed that this would be taken into consideration in the part of the Action Plan around Early years.</p> <p><b>ACTION: Review MDT access to make sure that we are getting it right across the age range as well as across the city.</b></p>	<p>TC to confirm actions on this at meeting 12/10/23.</p> <p>BM/TB to confirm actions at meeting 12/10/23.</p> <p>AP to confirm where EY sits in improvement plan. 12/10/23</p>
4a	<p><b>DRAFT INSPECTION IMPROVEMENT PLAN</b></p>	
	<p>The Board discussed the previously circulated plan emphasising the need for the voice of the child.</p>	
4b	<p><b>BREAK OUT SESSIONS</b></p>	
	<p><b>Group 1: (Leader AG)</b></p> <p><b>Earlier identification of children at risk:</b></p>	

Item	Notes	Action
	<ul style="list-style-type: none"> <li>• Shared understanding of risk and what the process is to escalate and how to access the support.</li> <li>• What the current process are across health, education and social care, what are the thresholds, what needs to be done moving forward.</li> <li>• Use of common and accessible language across health, education and social care and for CYPF.</li> <li>• The right support at the right time.</li> <li>• Early identification if the profile of needs, the risk factors and how this can be supported/reduced.</li> <li>• The right level of planning and support at key transition points through the CYP journey; Key adults at this points to support these transition times e.g., this is currently modelled in early years and primary, but this gets a little lost at secondary.</li> <li>• Training, education and communication across the system.</li> <li>• Early Help Hubs - positive model of support and effective method of communicating across health, education and social care.</li> <li>• Key adult/worker – REALLY important in holding/supporting through the child’s journey.</li> <li>• EHAT process not positively endorsed by some of our schools/settings -? What actually happens to this information and how are any actions taken forward? – Early Support and Targeted Help.</li> <li>• Principles of Trauma Informed Approach considering the crossover/links of the wider social situations that impact the CYP&amp;F.</li> <li>• Graduated Approach – what happens to CYP beyond the support of the graduated approach with higher levels of complex need?</li> <li>• Funding arrangements attached to the higher level of risk – resource/capacity needs to reflect the support identified and reasonable adjustments required.</li> <li>• Training of the graduated approach and common understanding (I thrive model, graduated approach).</li> <li>• Outcomes – CYP across the city to access education, social and community experiences in a manner inclusive to their individual levels of need, to continue to thrive and develop.</li> <li>• What checks are in place/need to be put in place to measure effectiveness of support/input?</li> </ul> <p><b><u>Group 2: (Leader FF)</u></b></p> <p><b>Children and young people at the centre of all improvement plans:</b></p> <ul style="list-style-type: none"> <li>• Language needs considering such as what does “timely” mean? We need to be specific and ensure accountable.</li> <li>• For all the actions and outcomes, we should consider the theory of change. We have identified the desired long-term goals and we should work back from these to identify all the outcomes that must</li> </ul>	

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	<p>be in place for the outcome to occur, complete an outcomes framework and develop indicators.</p> <ul style="list-style-type: none"> <li>• We could use “stories of change” to help evaluate our impact. This is a qualitative evaluation process and would empower parents/carers/young people.</li> </ul> <p><b><u>Group 3: (Leader TC)</u></b></p> <p><b>Action while on waiting lists:</b></p> <p>TC’s responses in relation to priority area of action 4 on the Draft Plymouth SEND Inspection Plan v0.12 and were incorporated accordingly.</p> <p><b><u>4Group 4: (Leader: HD)</u></b></p> <p><b>Clear oversight and tracking:</b></p> <ul style="list-style-type: none"> <li>• I0 wishes Audit tool to be used across all strategic plans to sense check them. This work ensures that the voice of CYP is captured through the mechanism they have designed themselves.</li> <li>• We should also include CYP&amp;F in the monitoring of strategic plans through the dashboards.</li> <li>• Oversight of specialist VCS provision to identify how they are contributing to delivering against key strategic plans – we should include the VCS in all the training provision we have identified as a priority.</li> <li>• Need to close the loop in the governance structure so that PPCV and Youth Ascends are an equal partner.</li> <li>• A massive system change occurs whereby the primary need for the child has the appropriate lead agency providing oversight.</li> <li>• CYP have an enriching experience that enhances their lives through quality short break. We need to switch the focus of short breaks, so they feel like a break for children not for a worn-out parent.</li> </ul> <p><b>Group 5: (Leaders DD &amp; SK)</b></p> <p><b>Professional development:</b></p> <p>The groups discussion was based around the Draft Plymouth SEND Inspection Plan v0.12 and were transferred directly to this document.</p>	
<b>5.</b>	<p><b>REGROUP</b></p> <p>Group leaders to collate points to incorporate within the body of this meetings notes.</p>	

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6.	<p><b>REVISED APPROACH TO USING THIS GROUP (with reference to the previously circulated new draft Governance structure chat)</b></p> <p>AG talked about the new draft Governance structure explaining that it had been considered and set up following the feedback from the DfE judgement that there were serious weaknesses and our need to strengthen our accountability and the oversight process and will be setting this up with them with an external Chair who will oversee this.</p> <p>As a consequence, there will be a slight shift of the role of the SEND Strategic Board taking into consideration the need for all levels of accountability that are needed to move the system forward.</p> <p>AG emphasised the importance of the Board adding that even though the SEND Strategy had been endorsed by our Board, there was a sense from the Inspection that there was more urgent action needed on order for us to move forward more rapidly for some of our vulnerable children.</p> <p>AG said that although this Board will continue to have influence and steer but during the period of time that we have the External Board we will probably meet less frequently as some of us are going to be quite involved in the accountability and challenge in driving this forward.</p> <p>AG shared the proposed governance structure and discussed with the Board.</p> <p>DH stated that The SEND strategic Board would be responsible for monitoring, checking and challenging them impact and delivery, from a broader perspective, of the Action Plan across all partners focussing on engagement communication.</p>	
8.	<b>MEETING END</b>	

**Next meeting to be held on 12 October from 13:30 – 14:30 via Teams.**