

**NOTES OF SEND STRATEGIC BOARD GROUP MEETING  
ONLINE TEAMS MEETING: 13 APRIL 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
Tara Vassallo (TV)	Parent Rep	Plymouth Parent Carer Voice
Chris Harrison (CHAR)	Inclusion Chair	Guest
Hannah Daw (HD)	Performance Advisor	PCC
Elizabeth Knight (EK)	Early Years Rep	Lark Children's Centre
Siobhan Grady (SG)	Senior Commissioning Manager	NHS Devon ICB
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
Andy Williams	Adult Social Care	Livewell South West
Sue Syers (SS)	Nurse Consultant, Child Development Centre	PHNT
Tim Tod (TT)	CEO	Friends & Families
Tina Brinkworth	Head of Skills & Post 16	PCC
Jane Dunlop (JD)	Designated Medical Officer	New Devon CCG
Michelle Ollier (MO)	Minute Taker	PCC

**Apologies:**

Amanda Paddison	Head of SEND	PCC
Janet Greaves-Stocker	Commissioning Officer	PCC
Lisa Cornish	Educational Improvement Officer	PCC
Tracy Clasby	Assistant Director, Children, Young People & Families Service	Livewell South West
Heidi Price	Head teacher, Primary rep	Yealmpstone Farm Primary School
Fiona Fitzpatrick	Senior Commissioning Manager	NHS Devon ICB
Emma Crowther	Strategic Commissioning Manager	PCC
Jim Barnicott	Head of Education	PCC
Clare Hetherington	Principal Educational Psychologist	PCC
Jon Hamp	Director of Individual Needs Executive Head Teacher	Reach South Springfields Academy
Rachel Summers	Primary & Secondary Rep	Reach South

Frank O’Friel	Care Group Manager	PHNT
Jo Hooper		NHS Devon
Shelly Shaw	Development & Impact Manager	NSPCC
Isabelle Morgan	Service Manager, Inclusion & Welfare	PCC
Andrea Hemmens	SHAP Representative, Head teacher	Woodlands School
Sue Smith	Early Years Improvement Partner	PCC
Heather Rogers	Group Manager, Adult Social Care Transitions	Livewell SW
Tracy Tucker	Children’s Centre Rep	Barnardo’s
Hannah Hamlin	Joint PEP	PCC
Denise Edgecombe	Clinical Education lead for Health Visiting and School Nursing	Livewell, South West?
Nicole Gallagher	Children & Young People	PIASS & Youth Ascends Leader
Kate White	Secondary Rep	Notre Dame
Jayne Blood	CAHMS	Livewell, South West
Jenny Hutton	Early Years Improvement Officer	PCC
Lee Earnshaw	Head of Virtual School	PCC

Item	Notes	Action
	<p><b>INTRODUCTION TO THE NEW CHAIR OF THE INCLUSION TASK &amp; FINISH GROUP</b></p> <p>AG: All schools in Plymouth have contributed to and are part of the Place Based Plan work moving forward education in Plymouth. As part of this an Inclusion &amp; Task force group has been established: AG introduced Chris Harrison to the meeting in his new capacity of the Chair of this group for the summer term of 2023 and focus on the inclusion strand of the three place based plan priorities:</p> <p><b>The three key stands being;</b></p> <ol style="list-style-type: none"> <li>1. Achievement in English &amp; maths</li> <li>2. Developing leadership pathways for schools</li> <li>3. Inclusion, which was identified as needing to move forward more quickly the aspect of having all children belonging in schools.</li> </ol> <p>Chris Harrison explained his previous experience of working with local authorities in supporting schools across the country in creative ways to ensure young people are engaging in learning and education. He said that he had met with some Plymouth colleagues and some of the challenges that face young people here sound familiar to us in other local areas across the country.</p>	

Chris Harrison said that they will be working with colleagues to understand the reasons around the high level of mobility with young people, particularly in the secondary phase of education.

He, with his colleague from SEND4Change been appointed to work with the groups of schools and have been given three tasks in the time frame up until July 2023.

**1. To develop a pledge of commitment to inclusion:**

It is vital to have a shared understanding of that this pledge is about and this will be achieved through close working with partners at schools, parent representatives on this Board, young people and families

**2. Create an inclusion Dashboard and affirm its cycle of use:**

- (a ) Looking at numbers of children missing education (and why),
- (b) Children excluded or suspended from school, how many and where they are coming from, i.e. Schools and localities.
- (c) Looking at home educated children and whether there is a pattern between the numbers of children that are home educated and risk of exclusion and suspension and put this in the context of local demographic information.
- (d) Look at the pattern of attainment and levels of SEN are there underlying issues of SEN that underpin this level of exclusion/ mobility in Plymouth.

**3. Introduction of shared strategies between schools:**

What can individual schools and what can groups of schools do between them? What can the Locality to do support the schools in their endeavours to reduce mobility?

CHAR said that their focus will be getting some frameworks in place to support change and positive activity in September 2023. They will be putting in place a series of measures to assist schools.

HD talked about PCC's existing Inclusion dashboard for all pupil in the City and wanted CHAR to be aware of this whilst talking to schools so that they do not feel that there is duplication or confusion. AG commented on the rich data set we have and how appropriate the timing is to engage with schools to utilise this. Meeting between CHAR and HD/AG to follow.

Following a question regarding whether or not the data capture would include early years and this is a focus on secondary provision, AG asked that we pick up Identification & support for Early Years Children at a forthcoming meeting as an agenda item from Sue Smith, Early Years Partner, and PCC.

AG said that they would be looking forward to welcoming CHAR back in July for an update on progress made.

HD/AG and CHAR to get together to go through data of the existing Inclusion Dashboard.

Members to contact MO if they wish to arrange a discussion with CHAR.

EY's item to be added as an agenda item for a forthcoming meeting.

<b>Ia.</b>	<b>NOTES &amp; MATTERS ARISING</b>	
	<p>The notes were agreed to be an accurate representation of the meeting.</p> <ul style="list-style-type: none"> <li>• TB to be added onto Member distribution list.</li> <li>• Ofsted inspection to be added to the next agenda.</li> <li>• Representation at the Board, AP, AG, CP and MO to discuss separately.</li> <li>• Post 16 Transition (including Year 9/10 advice) as an agenda item for next meeting.</li> <li>• Quality Assurance to be moved to next meeting due to this meeting falling during Easter holidays with less member attendance.</li> </ul>	
<b>Ib.</b>	<b>TERMS OF REFERENCE</b>	
	<p>AG shared the most recent draft that had been circulated in advance of the meeting and asked for group sign off so that it could be published as soon as possible.</p> <p>AG asked the group if they wished to add anything.</p> <p>TV asked whether there was anything in the ToR regarding measurements and outcomes. AG agreed that this should be added to the key responsibilities of the group.</p>	<p>MO to publish on the website and circulate to the group once final version approved.</p>
<b>2.</b>	<b>SEND STRATEGY</b>	
	<p>AG referred to the previously circulated final draft of the SEND Strategy and asked the group whether there was anything they would like to add or amend prior to the document being published.</p> <p>SG asked for an extra few days to review the document properly raising some changes she would like to be made (key area, page 24&amp; 25 Plymouth Integrated care Board should read NHS Devon Integrated Care Board).</p> <p>SG also raised linking up of priorities in the neurodiversity work and looking at the language used. SG also raised the linking on of family hubs as this is a big strategic alignment for Plymouth.</p> <p>JD, page 8 about gender. Might be helpful to write instead with identified SEND tend to be boys, change the emphasis as we may have unrecognised girls. AG said that she would change this.</p>	<p>Final comments to be emailed sent in by Monday 17 April. MO, AG, AP. Finalised on 18 April to be published on the website asap.</p> <p>AG agreed to make suggested changes to the SEND Strategy Document.</p>
<b>3.</b>	<b>FEEDBACK ON SURVEY</b>	



	<p>AG stressed the importance for teams to be attending annual reviews – leading up to phased transfer. Parents and SENCO’s would know if they should have another professional involved at an annual review. Something about writing to our teams that might be involved and emphasising the need to attend, especially phased transferral, that’s parents know about the local offer and they could send this out in their newsletter. AG attendance annual review message to be sent</p> <p>AG we should have some guidance on annual reviews available to everyone with a sliding scale of prioritisation– needs to be picked up at the Senior Systems Leadership Board (SSLB), run by Emma Crowther.</p> <p>The Board to take forward with our teams the importance of attendance at Annual Reviews taking into consideration capacity issues. This to be raised at a future meeting as an agenda item.</p> <p>AP to draft a letter to schools talking about the Local Offer, review of Annual reviews.</p> <p>AP to update the Short Breaks information on the Local Offer.</p> <p>TB Post 16 annual reviews aren’t happening</p> <p>AG thanks CP for the work done around the surveys.</p>	<p>AG to send out message to teams stressing the importance of attending annual reviews.</p> <p>HH to send MO the link to work around annual reviews published by RISE. MO to circulate to group.</p>
4.	<b>SEND SUFFICIENCY STRATEGY &amp; PLANNING</b>	
	<p>AG shared and presented the outline of the document which had been previously distributed to members with the agenda for the meeting. AG asked for comments and input from the group.</p> <p>BP commented from a health point of view. There have been many requests from SENCO’s regarding support children with complex health needs in education. Whilst planning could we think about providing nursing support as schools as they are really struggling to support these young people. AG said that we do need to understand the numbers of children that this applies to get a clear understanding of the prevalence.</p> <p>TV asked whether Autism is still being referred to as a primary need. HD confirmed that this is the case, the DfE have classified it as such so we do need to match that for reporting purposes and benchmarking. Regional or national terminology. TV need to understand how many neurodivergent and autistic young people we have but to also understand what their needs are to support them addressing those individual comorbid issues, i.e. speech &amp; language, social and emotional and mental health.</p> <p>AG suggested that SG liaise with TV to suggest a person in health to take this conversation further after the meeting and how to work through the labelling issue. SG commented the issue of diagnosis as a means of obtaining</p>	<p>SG &amp; TV to link to discuss.</p>

<p>resource and the need to shift away from that. SG said that in our meetings we should be mindful of moving away from that label and think about what the family and young person needs.</p> <p>AG stated that there had been discussing the differentiation between diagnosis and need with SG and suggested that CH might discuss this at a future meeting. MO to raise this with CH post meeting.</p> <p>TV informed the group of feedback from parents had made to PPCV about allocations and the situation of many children not having places to go to school, who need special provision, site constraints. AG said that she would be looking at this list of children and a handful if other children that are currently not at school weekly so that we can track progress and to monitor how we are moving forward with somewhat limited options. AG said that she would keep the parent groups updated at the end of each month and report back to this group on a regular basis.</p> <p>AG said that she knew that HH's team would be involved with families and families can come to tribunal legally but it would be good to have something in place so that this could be done in a less adversarial way.</p> <p>HH said that they are supporting a lot of families with transitions. HH talking through the options with parents creatively and these discussions have been reactive due being allocated the school places they had hoped for. The general consensus of the group was to move forward to communication happening much earlier in a less adversarial way, discussing all options available to them in the event that there isn't provision there for a specialist school.</p> <p>AG we know that for the great majority of these families there is a person in contact with them in order for us to be able to use the allocated funding for children well in order to support their needs as best as we can as their secondary education is important.</p> <p>TV raised the possibility of restorative work being done at the forthcoming SEND Conference in relation lack of school places in transitions, preparing for future. CP to send the data regarding the conference round to the group.</p> <p>AG informed the group that the School Placed Planning meetings were due to be reinitiated where we would also be able to pick up on these issues.</p>	<p>MO to highlight this to Clare Hetherington as a discussion for a future meeting.</p> <p>AG to report back to parent groups updated at the end of each month and update the board on a regular basis.</p> <p>MO to circulate conference details with minutes of the meeting.</p>
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<p>5.</p>	<p><b>POST 16 – WHAT WE KNOW ABOUT OUR POST 16 COHORT</b></p> <p>TB updated the group on statistical information on growing numbers of job vacancies and apprenticeships in the city adding that we also now have employers looking to recruit a more diverse and inclusive workforce and are prepared to adjust their standard recruitment process.</p> <p>From a SEND perspective we understand our young people’s status. However there is an emphasis on training and education but not on employment with very few entering into supported apprenticeships and payed employment adding that nationally this sits at 7% but as a City we are at 4% in paid employment.</p> <p>Supported internship is growing slowly although we do need to look into how we can improve this leading into paid employment.</p> <p>We do have a NEET strategy and development plan and have created a SEND employment Forum committed to driving change and this has a developing action plan. We gave a lot of data and we know our young people.</p> <p>TB said that one of our biggest challenges post 16 will be ensuring that our training and education ties to future job requirements and the labour market, nationally recognised qualifications and paid employment opportunities.</p> <p>AG would like our next meeting to have a post 16 strand discussion at the next meeting. TB said that have identified to need to establish a Post 16 Forum as there is a gap in the city so which aligns to the Education Board and our SEND Employment Forum and Employment &amp; Skills Forum.</p> <p>TB concerns around annual reviews are being done – as it’s not a question employers ask. Will be picking up the phone to providers to understand where they are with these reviews.</p> <p>The group identified a gap – with young people that have dropped out of university and the EHCP doesn’t get reinstated and become NEET. What is our follow up procedure? Still plenty of years before they get to 25 years if their EHCP gets dropped.</p> <p>TB &amp; AG to talk about how to take the discussion around higher education forward with gaps where children may drop off our radar i.e. if students don’t start that courses that they enrolled on or drop out of university and lose their EHCP, with a view to returning to this group for further discussion in the future.</p>	<p>Post 16 agenda item to be added for meeting on 11 May 2023.</p> <p>TB &amp; AG to bring the higher education discussion back to the board in the future.</p>
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	<b>SEND INSPECTION READINESS</b>	
	<p>The new Ofsted CQC SEND Area Framework inspections have been rolled out, with Cornwall having been inspected in January. We want to be as prepared as possible as a board and as a group of officers. The inspection takes 3 working weeks. We know our strengths and areas of concern.</p> <p>SG: this will be a joint inspection with CQC including a response from Covid and from previous inspection and what improvements have been made. We are meeting regularly to ensure readiness.</p> <p>SG invited input from the group of they have any other ideas particularly around storyboards or case studies that might be able to showcase some of the work as it brings it to life possibly post 16 transitions may be an area particularly around health that we could anonymise.</p> <p>We will notify all partners and officers when we get the call with an opportunity for parent and carers to respond too.</p>	<p>Board to contact SG with any good examples of story boards or case studies</p>
<b>3:30</b>	<b>MEETING END</b>	

**Next meeting: 11 May 2023**