

**NOTES OF SEND STRATEGIC BOARD GROUP MEETING
ONLINE TEAMS MEETING: 8 JUNE 2023, 1330-1530**



Attendees:

Annie Gammon (AG) <i>Chair</i>	Interim Service Director, EPS	PCC
Amanda Paddison (AP)	Head of SEND	PCC
Hannah Daw (HD)	Performance Advisor	PCC
Andrea Hemmens (AH)	SHAP Representative, Head teacher	Woodlands School
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
Brigitte Price (BP)	DCO, SEND Rep from UHP	NHS
Tim Tod (TT)	CEO	Friends & Families
Ben Manning (BM)	Post 16 representative	Plymouth City College
Heidi Price (HP)	Head teacher, Early Years & Primary rep	Yealmpstone Farm Primary School
Clare Hetherington (CH)	Principal Educational Psychologist	PCC
James Cook (JC)	Advanced practitioner, Community Paediatric Service	PHNT
Sue Smith (SS)	Early Years Improvement Partner	PCC
Tara Vassallo	Parent/ Carer Rep	PPCV
Rachel Summers(RS)	Inclusion Lead & Primary Rep	Reach South
Chelsea Sleep (CS)	0-25 Team Manager	PCC
Debbie Degan (DD)	Interim Service Manager	PCC
Michelle Ollier (MO)	Minute taker	PCC

Apologies:

Claire Paddon	PPCV	
Shelley Shaw	Development & Impact Manager	NSPCC
Polly Lovell	Deputy Director of Education & Inclusion and Secondary Rep	Reach South Springfields Academy
Janet Greaves-Stocker	Commissioning Officer	PCC
Lee Earnshaw	Head of Virtual School	PCC
Jim Barnicott	Head of Education	PCC
Martine Aquilina	Head of Service, Children, Young People & Families	
Elizabeth Knight	Early Years Rep	Lark's Children Centre

Sara Kirkup	Children's Professional Lead	Livewell South West
Sue Syers	Nurse Consultant, Child Development Centre	PHNT
Tina Brinkworth	Head of Skills & Post 16	PCC

Item	Notes	Action
1.	Introductions, notes, matters arising and running through actions	
	<p>The Board agreed that the notes were a true representation of the meeting.</p> <p>JSNA – on agenda for next meeting.</p> <p>TC Action 2 & 3: Health nominee, TC to report back on identified nominee at next meeting.</p> <p>Managing money: next meeting.</p> <p>Will circulate actions after pre-meet next time going forward.</p> <p>Post 16 Transition to be added on to a future meetings agenda. Managing Resources and Money group to add to future agenda.</p>	<p>Going forward, MO to circulate actions after the pre-meeting for the purpose of tracking.</p> <p>MO to add to forward plan.</p>
2.	Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	
	<p><u>SEND Improvement Plan:</u></p> <p>AG requested that the Board check areas that have not been completed and ensure that they have been incorporated into their Plan. Our Strategic Plan will supersede this plan within the next three months.</p> <p><u>Confirm actions of subgroups:</u></p> <p>Leaders and Tasks - we are expecting that the subgroups will meet and review and affirm in their area:</p> <ul style="list-style-type: none"> • two KPI's • the tasks that are in the strategy for their area, • They have the right people in their groups. <p><u>Early Identification & Support Group:</u> CH Leading</p> <p>CH invitations sent out for meeting on 4 July 2023.</p> <p>Elizabeth Knight might have volunteered to confirm.</p> <p>Chelsea Sleep to be added.</p> <p>Jenny Hutton to be added to the group.</p>	<p>Members to identify outstanding tasks.</p> <p>MO to confirm with EK that she would like to</p>

<p>BP to be removed Debbie Degnan</p> <p><u>Inclusion sub group:</u></p> <p>Debbie Degnan to be added to the group.</p> <p><u>SEND Pathway: Fiona – date for 19 June</u></p> <p>Remove Chelsea Sleep</p> <p>TC in terms of LIVEWELL, they do not have a particular pathways used, it would be more about supporting the individual journey of the young person within that CBT.</p> <p>TC confirmed that there were routes to obtaining particular support.</p> <p>BP around EHCP there is a lot of work that Health do to feed into those.</p> <p>Add: Chelsea Sleep, BP & Janet greaves Stocker</p> <p><u>Send Sufficiency & Provision: (AG)</u></p> <p>AG updated that there have been some internal meetings but a date needs to be set for this group to meet. We have our first draft of information from our external forecasters, Mastodon C. we will be able to now move this forward. One issue that have arisen is the significant numbers of post 16 - 18 and then Post 19 - 25 that feeds into Transitions.</p> <p><u>Transitions (renamed Transitions & Preparing for Adulthood)</u> TC dates to go out for this month for the end of next week</p> <p>Change of name emphasising focus on Post 16 phase.</p> <p><u>Managing Money & Resources – (first meetings to be held on 19 June 2023)</u></p> <p>Tim Tod to be added.</p> <p>QA group – Deborah Degnan to be added onto this.</p> <p>NB: All actions and milestones hard deadline for the meeting in September. No micro detail. Things people will report on/ line referring to operational group.</p> <p>Confirm Years activity April 23 to August 24 (some looking at academic and some looking at financial).</p>	<p>be included in this group.</p> <p>Inclusion subgroup to merge with Inclusion Board and feed in to Task & Finish group run by Chris Harrison, meeting on Early July to discuss this.</p> <p>FF to circulate slide deck on SEND Pathways which will help to define the meaning of Pathways.</p> <p>AG: July meeting: Brief notes on each, 2 KPI's settings meetings for the forthcoming cycle. Identifying the actions and ensure tracking at</p>
--	--

		each meeting.
3.	Update on school placements for September 2023	
	<p>AG this item links in with our SEND efficiency item and the shortage we have in our specialist school placements. With a particular focus on Year 6 moving into Year 7.</p> <p>AP reported that for Year 7, there were 28 children that applied for Specialist school placements with an EHCP for September 2023 (coming out of Year 6 into Year 7). We are following these up. Not all children are coming out of a specialist school and somewhere requesting specialist school placements after attending mainstream settings. AP added that PIAS is also in contact with to encourage parents/carers to look at alternatives for the children.</p> <p>AP added that we are encouraging parents/carers to approach us to consider other options as soon as we are know what they are looking for we can put in a wrap- around package or consider an alternative provision.</p> <p>Of these applications we have had 7 outstanding who have not applied for another alternative mainstream school placement and have not lodged a tribunal.</p> <p>We have completed resolved 17 applications and for those we have not resolved are due to them undergoing active tribunal cases.</p> <p>It is interesting to note that one of the cases undergoing an active tribunal case have been offered a specialist school placement but it was not the placement that they had hoped for so it has been rejected.</p> <p>Out of County: 6 (Devon)</p>	<p>Report in November (for the forward plan) on sufficiency.</p> <p>Meeting with Special School heads July 2023 to report on forecasts from Mastodon C and the implications of that.</p>
4.	Safeguarding – collating information about responsibilities and processes from each partner (AG)	
	<p>Key areas for us in Safeguarding for children:</p> <p>There are often specific, particular issues around our children with EHCP, with special educational need or disabilities and particular vulnerabilities and associated risks.</p> <p>We need to be particularly certain about that and in discussing inspection readiness we thought it be useful to understand where colleagues are in terms of:</p> <ul style="list-style-type: none"> • Policies • Practice • Professional development 	

<p>Reporting on any issues arising in order for us to collectively do or take forward.</p> <p>Its good practice to ensure that there is annual training and updates for colleagues about safeguarding including for children and adults with special educations needs and disabilities.</p> <p>AG invited representatives to update:</p> <p><u>BM – Plymouth City College:</u></p> <p>As part of general discussion BM raised the S175 that take place for SEND provision in the City and asked what the outcomes look like for schools with SEND students and SEND Provision? BM also suggested broadening out extend specific subsection of SEND focus on this audit that the Strategic Board could be involved in.</p> <p>How is the city engaging with Ofsted training programmes and publications?</p> <p>AG reported that our Safeguarding Officer has written out with the overarching results of ours to schools. BM recommended, as a Board we look at what it looks like for SEND provision since it is a generic audit and suggested we could have a better, more focussed one on SEND, and linked to safeguarding rather than just rolling out a generic audit to all schools in October. We could make that request or a subsection on SEND.</p> <p>AG & AH agreed. Group could look at what good practice could be linked into this. AH added that Safeguarding is a golden thread running through inspection.</p> <p>TC: Should be link in with the Safeguarding Board? Look at the audit work that they are doing? Good opportunity to bring it in at the meeting that is due to take place next week. 22 June 2023.</p> <p>BM offered to host a meeting to discuss SEND and safeguarding to discuss they good work that dies take place so we can start building up an evidence base. AG agreed there would be scope to perhaps do an audit and then come together.</p> <p><u>RS – Primary & Secondary Rep:</u></p> <p>Reported in in relation to reduced timetables in areas of SEND: that in their trust they have a designated safeguarding lead who audits all of their schools, holding termly network meetings and is also part of the inclusion team. The inclusion team meet weekly and the safeguarding lead keeps a record of all children on reduced timetables and following up with head teacher and checking things on training as it should be. There was also a keen focus on AP.</p>	<p>AG and TC to circulate the S175 and health equivalent in order for them to be discussed at the send to both the Safeguarding Partnership Board, the Strategic Systems meeting and the SSLB.</p> <p>Issue of reduced timetables to be followed up. AP/JB to do joint SEND</p>
--	---

<p><u>HP – Early Year & Primary Rep:</u></p> <p>HP reported that during their inspection, questions around safeguarding were asked incidentally throughout. SEND and Inclusion agenda are top priority in terms of those children are getting the full access that they are entitled to. In the curriculum and daily school life. In Early Years and Primary schools the biggest challenge is safeguarding the child that you need to support, and other children, especially in EY and the funding to support some of our very high needs children doesn't match the need of the child (as a result, reduced timetables). We need to ensure we have enough provision in mainstream to support these children.</p> <p><u>MC – Adult Services:</u></p> <p>MC raised the non education provision which is also regulated by Ofsted such as Short Breaks provision.</p> <p>MC said that there were robust systems in place around safeguarding in Adult Services in particular health and GP services. AP raised children not at school, elective home education and on a reduced timetable. For 18/19 moving on their vulnerability comes if they don't have anything to move on to. Part of safeguarding is making sure that their next steps are secure and there is a really strong offer for them.</p> <p>JC commented on CQC inspection. Issues around they employ the nurses that are based at Woodlands, Cann Bridge and Mill Ford they might have more of a commander service and JC said that he wasn't sure that a CQC Inspection would get that far or whether they would have more contact with Ofsted. If this were to arise then access to training records etc. would be expected.</p> <p>AH felt that it would be very helpful to have a survey on the audit with a crossover between different services.</p> <p>AH added that they do have quite a few children that do not attend or were not brought to their appointments and there is inconsistency as to how this is chased up and whether the safeguarding referrals are right as a result. Be good to know how these are caught by the system. Children may be falling through the net. AH said that this is for all SEND children. Many schools wouldn't know that children may be missing their appointments.</p> <p>BP: Plymouth safeguarding board used to provide level 3 Safeguarding Training for 5 children (is this still being provided) and it was on Children with Disabilities. I would be encouraging the Nurses to attend this. So all Nurse are expected, if looking after a child is expected to be at Level 3 if they are working on their own and doing assessments. The children's community nursing team and the specialist school nurses specifically to attend. This is then monitored by the UHP Safeguarding Service.</p> <p>TC corroborated that all of their practitioners within their children's services are Level 3 and are monitored as part of their performance, ensuring that their passport are completed. TC said that they are currently</p>	<p>/Education report October 2023.</p>
--	--

	<p>going through list of children that have less than 50% attendance, checking to see if they are known to the Health Service and what we can do to try to support those young people in school. AP CDT is slightly different as it is a social work team and safeguarding is their predominant focus.</p> <p>AP reported that currently there are 103 children open to the CDT currently because the criteria that the team work with are children with a very high level of need. These children would have their own CDT social worker (social worker qualified, with a specialism and interest in working with children with disabilities). AP reported that all of their very comprehensive plans would have input from many practitioners both within health and other services. Joined up modelling. Key indicators.</p> <p>AG raised three areas we should be taking forward re: safeguarding and young adults with SEND or disabilities:</p> <ul style="list-style-type: none"> • Auditing organisations (school, health, employers) follow up audit to the section 175 and follow up health audits) • LA & Partner Training – what is available/ minimal standards and /additional training (to check with to Safeguarding Partnership as to what work they are doing so as not to duplicate) • Following up of audit & good practice: From education point of view we can ask Beth Williams to take that forward – working with SEND Colleagues. TC to identify a Health colleague and AP Social Care Safeguarding lead <p>FF talked about creating safeguarding slides for the inspection and how we bring that the share about our partnership working.</p> <p>TC said we should link in with John Clements to ask him to support on the safeguarding slide, as the Independent scrutineer for the board.</p>	<p>JB to task BW with taking forward multiagency task and finish group on these actions. To complete work November 2023.</p>
<p>5.</p>	<p>Alternative Provision Strategy and provision</p> <p>AG presented the slides sent out to members prior to the meeting covering the proposed recommissioning inviting feedback from the Board regarding this proposal.</p> <p>HP agree in principle – be important to keep current areas: need to be careful – some areas of the city have higher needs / fair access for all – that is the tension in the model.</p> <p>TT would like the level of detail below this slide. What does good look like ultimately for each of the children which isn't necessary back into mainstream school, could be linked into work placed. Level of creativity could be involved in pathways possibly into work based placement.</p> <p>AP asked what mainstream schools can do to be as inclusive as possible, including for children on the cusp of being able to cope in mainstream. What do we provide and for those who can't cope in mainstream, in</p>	

	<p>specialist schools, alternative provider and making sure they are as strong as possible. Should involve them having a high quality experience.</p> <p>MATS should hold on to their children as much as possible and that means having a curriculum and an offer that is different from that what most children do. Should stay within that organisation. We are talking with MATS about how this can be achieved.</p> <p>What is in the best interest of the child is crucial and the collective responsibility that we have in looking at the whole range of provision.</p>	
6.	<p>Feedback from Parent/Carer Conference of 24th May and look ahead forthcoming Preparing for adulthood conference for Parents/carers</p>	
	<p>TV reported that feedback was positive. 44 store holders. Wide variety of activity and services. Good flow of families. Families liked the range of talks. Annual reviews and James Cook neurodiversity, 180 families – home educated young people. 4 of the special schools visiting at this time and it was great to be able to talk to the young people. Would like to do this again.</p> <p>TV talked about the Preparing for Adulthood conference: 26 September 2023: Guildhall: 11-25 year old covering all transition stages welcome anyone who wishes illuminate that area – colleagues prepared to give a talk</p> <p>Preparing for Adulthood should have some feedback coming through from employment. Annual reviews/adult care assessments/ adult social care. Keep board updated as details develop.</p> <p>AP suggested that during this conference there should be representation from employers, supported internships, feed through into employment – thinking about moving on to the work of work. TC really go way of practically working out what's not working out in the systems</p> <p>AP big thank you to PPCV and volunteers working.</p> <p>TT reported that he had been working with the SEND Employment Forum in relation to Transitions, they are currently working in detail about the whole process around Transitions for those people that supported internships and other pathways would be appropriate. Definitions need to be clarified especially child to adult systems so we need to be using language that mirrors what they are moving in to. Will share that piece of work as a common on a language offer.</p>	<p>TC to send FF the communication sent to GP in order to publicise to families.</p> <p>BM offered City college for this event TV and BM to discuss post meeting.</p> <p>Board members to contact TV and CP directly if they wish to discuss participating.</p>
7.	<p>Confirmation and areas of focus for our in person meeting on 6 July 2023:</p>	

	<p>This meeting will take place face to face in the Reception room at the Council House from 13:00-15:30, a slightly earlier time than usual.</p> <p>Areas of focus will be:</p> <p>Details to be sent in advance of the meeting.</p>	MO to Circulate details in advance of the meeting
8.	AOB	
	<p>AC informed the Board of the new PCC half termly bulletin which has now been created around things to do with SEND. Please forward this as appropriate to stakeholders and it links to our SEND Strategic Board page on the POD.</p>	AG to send the link to the bulleting around to Board members
9.	Meeting Close	

Continued – table of meeting actions...

Action Tracking – SEND Strategic Board						
Meeting date	Agenda item	Action	Owner	Complete	Incomplete	Date carried forward to
11 May 2023	(2) SEND Strategy: Inclusion Strand	Tracy Clasby to consider a health nominee that's links in with attendance etc.	TC		Yes	28/06/2023
11 May 2023	(5) SEND Strategy: Transition & Preparation for Adulthood	Tracy Clasby to add emotionally based school avoidance on the agenda for discussion at this group.	TC		Yes	28/06/2023
11 May 2023	6) SEND Strategy: Managing Money	Tina Brinkworth to discuss with Annie Gammon potential support from On Course South West.	AG & TB		Yes	28/06/2023
11 May 2023	(3) Overview of the JSNA	Annie Gammon to take this document for	AG			To come back for discussion

		consideration at the SSLB. 1 July 2023				at the next meeting in July
8 June 2023	Safeguarding – collating information					
11 May 2023	(3) Overview of the JSNA	Michelle Ollier to circulate final draft of the document to the Board.	MO			No ready to be circulated. Need an update from HD
11 May 2023	4) Post 16 Transition	Claire Paddon to link with Sara Jordan to discuss collaboration for the Preparing for Adulthood Course in September 2023.		TBD	TBD	28/06/2023
11 May 2023	(4) Post 16 Transition	Annie Gammon to raise as an agenda item emotionally based school avoidance to the SSLB.	AG			28/06/2023
8 June 2023	Matter arising	Managing Money group to be added to the next agenda	AG			For next agenda
8 June 2023	(2) Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	Members to review and identify outstanding tasks on the SEND Improvements Plan	All			28/06/2023
8 June 2023	(2) SUBGROUPS Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	Inclusion subgroup to merge with Inclusion Board and feed in to Task & Finish group run by Chris Harrison, meeting on Early July to discuss this.	AG			28/06/2023

8 June 2023	2. SUBGROUPS Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	FF to circulate side deck on SEND Pathways which will help to define what they are.	FF			28/06/2023
8 June 2023	2. Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	AG: July meeting: Brief notes on each, 2 KPI's settings meetings for the forthcoming cycle. Identifying the actions over a few meetings possibly a subgroup for actions?	AG			01/07/2023
8 June 2023	2 Strategic Implementation: Update & information about remit and next steps for subgroups (AG)	Subgroup to decide on best way to monitor and track actions.	All			28/06/2023
8 June 2023	3. Update on school placements for September 2023	Report in November (for the forward plan) on sufficiency.	AG			21/09/2023
8 June 2023	4. Update on school placements for September 2023	Meeting with Special School heads July 2023 to report on forecasts from Mastodon C and the implications of that.				15/07/2023
8 June 2023	5. Safeguarding – collating information about responsibilities	AG and TC to circulate the SI75 and health equivalent in order for them to be discussed at				28/06/2023

	and processes from each partner (AG)	the send to both the Safeguarding Partnership Board, the Strategic Systems meeting and the SSLB.				
8 June 2023	5. Safeguarding – collating information about responsibilities and processes from each partner (AG)	Looking at linking in with the auditing processes of the Safeguarding Board	AG			28/06/2023
8 June 2023	5. Safeguarding – collating information about responsibilities and processes from each partner (AG)	Issue of reduced timetables to be followed up. AP/JB to do joint SEND /Education report October 2023.				New academic year.
8 June 2023	5. Safeguarding – collating information about responsibilities and processes from each partner (AG)	FF talked about creating safeguarding slides for the inspection and how we bring that the share about our partnership working.				28/06/2023
8 June 2023	5. Safeguarding – collating information about responsibilities and processes from each partner (AG)	JB to task BW with taking forward multiagency task and finish group on these actions. To complete work November 2023.				11/2023
8 June 2023	5. Safeguarding – collating information about responsibilities	TC said we should link in with John Clements to ask him to support with the slide				28/06/2023

	and processes from each partner (AG)	whilst working on the safeguarding slide, the Independent scrutineer for the board.				
8 June 2023	6. Feedback from Parent/Carer Conference of 24th May and look ahead forthcoming Preparing for adulthood conference for Parents/carers	TC to send FF the communication sent to GP in order to publicise to families that miscommunication of information is being addressed.				28/06/2023
8 June 2023	Feedback from Parent/Carer Conference of 24th May and look ahead forthcoming Preparing for adulthood conference for Parents/carers	BM offered City college for Preparing for Adulthood Conference TV and BM to discuss post meeting.				07/2023
8 June 2023	Feedback from Parent/Carer Conference of 24th May and look ahead forthcoming Preparing for adulthood conference for Parents/carers	Board member to contact CP & TV direct if they wish to participate				07/2023
8 June 2023	7. Confirmation and areas of focus for our in person meeting on 6 July 2023:	MO to circulate details in advance of the meeting				Complete
8 June 2023	8. AOB. Half termly Bulletin	AG to send the link to half termly bulletins which links to the POD.				Complete

