



**MINUTES OF SEND PARTNERSHIP
STEERING GROUP MEETING**
23rd May 2019
Café Britannia, Norwich

Steering Group	Title & Organization	Attended
Stuart Mason (SM)	Head of Education Vulnerable Groups Achievement and Access Service	x
Sarah McRobert (SMR) - Chair	Foster parent/carer	√
Mark Gower (MG) – Vice Chair	Designated Clinical Officer (SEND)	√
June Sewell (J)	Inclusion Advisor, Education	√
Rebecca Muttitt (RM)	The Bethel (Mary Chapman House)	x
Andrea Bell (AB)	ADHD Norfolk	x
Claire Jones (CJ)	Local Offer Development Manager (SEN)	√
Lucy Wayman (LW)	Headteacher, Rosecroft Primary School	x
Claire Jack (CJ)	Family Voice Norfolk Representative	x
Lisa Lonergan (LL)	Family Voice Norfolk Representative	x
Alison Furniss (AF)	Independent SEND Supporter	√
Doreen Novak (DN)	Mediator	x
Norfolk SEND Partnership		
Janina Schiebler (JS)	SENDIASS Manager	√
Amy Pease (AP)	SENDIASS Service Support Manager	√
Kelly Drew (KD)	Business & Communications Coordinator	√

Minutes

	Item	Agreed Action	By
1	Introductions, Apologies and Declarations of Interest	Apologies from Andrea Bell, Rebekah Muttitt, Doreen Novak, and Stuart Mason	

2	Minutes & Matters Arising	<p>CJ suggested SENDIASS join the EHCP Quality Assured meetings and to contact Barbara Kewn to arrange.</p> <p>CJ has attended the Locality meetings but stated they are no longer as frequent due to structure changes. If SENDIASS wish to attend the contact is Lorraine Stevens. JS to make contact for an invite to the next meeting.</p> <p>CJ felt that SENDIASS need to be aware of capacity problems when volunteering to attend on additional groups and meetings. JS agreed, careful consideration given to additional meetings.</p> <p>The health booklet is complete and MG will forward to KD suggestions for the best way to distribute.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>MG/KD</p>
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3	Minimum Standards	<p>JS reviews the new SENDIASS Minimum Standards Key Points –</p> <p>KD to format the document to make it easier to read and make IAS funded Programme obvious (IASP).</p> <p>Joint commissioning with health IASP. MG discussed points in the minimum standards and to use these when looking at joint working. MG requested that SENDIASS put together a business case including the information in the minimum standards. Assess where the gaps are, consider cost benefit and improved outcomes. MG to confirm with JS where the completed business plan can be submitted within healthcare.</p> <p>CJ discussed the need for SENDIASS to have a written agreement with the Local Authority to outline the minimum standards and joint commissioning with health and social care. This would form the basis for the business plan. This information can then be fed into the SEN Improvement Board with Sara Tough. It was felt by the group that if no appropriate outcomes came from previous efforts to contact senior managers and address the continuous concerns for the service that JS would need to go direct to Sara Tough/Chris Snudden to add to the agenda for the next CSLT meeting.</p> <p>The Steering group reviewed the layout of the new minimum standards and questioned how the form had been completed, it has been . A sub group was created with MG/AP/JS for the 19th June 3.30pm-5pm to review in more depth. Outcomes to be sent by email to CJ for her to review. KD to book room.</p> <p>Close working to continue with Family Voice. SENDIASS to be involved with medical needs group, AF to contact Tracey Walton and arrange for SENDIASS to attend the Education Working Group. CJ stated that the issues with policies not being legally compliant can be addressed within the LA contract with SENDIASS, bringing back closer links with SEN team and SENDIASS.</p> <p>CJ requested a meeting with AP and KD to use the minimum standards and cross check with data from the feedback form available on the Local Offer. This information can be included in the mini reports CJ is preparing for NASMA group. KD to arrange and book room.</p> <p>MG suggested developing guidance sheets for professionals to support the delivery of information and to use SENDIASS booklets as a resource. This can be added to the</p>	<p>KD</p> <p>JS/MG</p> <p>JS/AP</p> <p>MG/AP/JS CJ KD</p> <p>AF</p> <p>AP/KD/CJ</p> <p>KD</p>
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		professional section of the SENDIASS website. SENDIASS will draft some guidance sheets for MG to review by email.	JS /MG
4.	STATS/Website	KD presented Crossdata statistics and website information. KD discussed trialing using an online system with tawk2. This is a live chat function for the public which gives an instant response to questions asked via our website. The group felt that this should be piloted on a basic level by business support to signpost and deliver level 1 support. KD and BC to discuss further and commence pilot. KD to review and demonstrate at next Steering Group meeting.	KD/BC KD
5.	Impartiality review of SENDIASS IPS Training	SMR gave an overview of the previous steering group sub meeting that reviewed the impartiality of the updated volunteer IPS training. It was felt by the sub group that the training met all requirements for impartiality and SMR thanked SENDIASS for the hard work and professionalism that had been put into this training. If any members of the Steering Group felt something was missing from this training this could be forwarded to KD. KD to send out the notes from this sub group meeting with these minutes.	KD
6.	Succession Planning	JS confirmed her final working day will be Friday 19 th July 2019. JS expressed concerns with the delay in recruiting for her position. The funding SENDIASS is receiving from CDC may be in question should the service not have a Manager. CJ suggested this is escalated to a senior level alongside other service concerns highlighting the risks to the LA. JS to meet with SMR following interviews on Thursday 30 th May. JS to write a basic handover manual	JS/SMR JS
7.	Policies and make up of Steering Group	The group reviewed the SENDIASS members Matrix form which needs to be completed by all members. It was felt that there needs to be a social care representative and that the current members of the Steering group that continually cannot make meetings are removed. The three Community support groups to be invited starting with a meeting with the service manager and SM, SENSational families, Norfolk SEN Network, ASD Helping Hands. JS and AP to discuss.	KD JS /AP
8.	AOB	No other business	

	Dates of next meetings	19 th July 2019 – 9.30-12.30 – PDC – Janina’s final meeting 16 th October 2019 – 9.30-12.30 - PDC KD to book and send invites	KD
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