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MINUTES OF SEND PARTNERSHIP STEERING GROUP MEETING

15th February 2019

**Professional Development Centre, Woodside Road, Norwich**

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| **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 | **X** |
| Emma Hunter (EH) | Parent | **√** |
| Rebecca Muttitt (RM) | The Bethel (Mary Chapman House) | **X** |
| Andrea Bell (AB) | ADHD Norfolk | **X** |
| Claire Jones (CJ) | Local Offer Development Manager (SEN) | **X** |
| Lucy Wayman (LW) | Headteacher, Rosecroft Primary School  | **X** |
| Claire Jack (CJ) | Family Voice Norfolk Representative | **√** |
| Lisa Lonergan (LL) | Family Voice Norfolk Representative | **√** |
| Alison Furniss (AF) | Independent SEND Supporter | **√** |
| Doreen Novak (DN) | Mediator  | **√** |
| **Norfolk SEND Partnership** |  |  |
| Janina Schiebler (JS) | SENDIASS Manager | **√** |
| Amy Pease (AP) | SENDIASS Service Support Manager | **√** |
| Kelly Drew (KD) | Business & Communications Coordinator  | **√** |

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|  | **Item** | Agreed ActionMinutes | By |
| **1** | **Introductions,****Apologies and Declarations of Interest** | Apologies from Andrea Bell, Rebekah Muttitt, Claire Jones, Lucy Wayman, June Sewell and Stuart Mason |  |
| **2** | **Minutes & Matters Arising** | KD had sourced the minutes from past collaborative working group. This seems to be the same as the information sharing session that’s booked on 20th March.KD reported that no individual school stood out against number of calls relating to SEN Support or exclusion this was evenly spread across County.  |  |
| **3** | **Quality Standards/****Progress Report** | JS discussed Quarterly Quality Standards Report **Key points –** Discussed lack of educational psychologist’s (EP) and the waiting list increasing, impacting on time frames for EHC Plans. MG has concerns health input is becoming out of date during this wait. SENDIASS to advise parents to ensure the LA have collected all other reports whilst waiting for the EP and to check they are still up to date before the planning meeting. JS raised an issue that coordinators are not using all the reports collected by LA when writing an EHCP. JS Suggested the SEN Template that is available on the SENDIASS website is used as an exemplar for Norfolk to help improve the delivery of SEN Support. KD to develop a professional section for the website to offer schools resources more readily.MG asked where all the concerns that are reported from SENDIASS to the Steering group are fed. LL is taking all information including QS report to the Info sharing session meeting booked on the 20th March. Back in November Family Voice had gathered together groups who work with families to discuss current SEND issues, the meeting is arranged to discuss these issues. KD to email Bernadette Pallister to request an invite for SMR to represent SENDIASS.EH asked who is ultimately responsible for solving concerns. JS confirmed this is Sara Tough.Supervision Policy, volunteers – JS to change to greenJS and MG would like to attend operational team meetings with Locality Managers to develop the working relationship with coordinators. SMR to discuss at the Info sharing meeting on the 20/3/19.MG and JS are designing a short health booklet. JS asked group to forward any additional booklet requests to KD.AP discussed the upcoming IPS training and informed group of future training dates.Family voice requested IPSEA training. JS stated this isn’t freely available and only accessible for SENDIASS services.  | **SENDIASS****JS/KD****LL****KD/SMR****JS****JS****SMR****ALL** |
| **4** | **Funding update** | **Statistics** LL requested the stats for appeals. KD to send.KD to look at the schools stats against category of need. Classificaiton codes to still be reviewed by AP and KDJS updated the group on the success of Council for Disabled Children funding bid. Allocated full £44,000 and this will enable service to recruit for a part time Young Person Officer and a part time Complaints/Tribunal Officer. Job descriptions have already been discussed with the LA, JS to obtain written confirmation prior to starting recruitment process.Funds to be used to write and deliver IPS training, development of marketing and website resources including staff up skilling and delivery of County wide advice clinics.Group discussed training opportunities and JS confirmed that training had been offered to the LA, currently this has not been taken up. SMR to feed this into the Info Sharing Session. | **KD****KD/AP****SMR** |
| **5** | **Policies**  | Policies were distributed between the group for small group discussions and feedback. All policies returned to KD for amendments and uploading to website.SMR to arrange sub group to review the impartiality of the IPS training course. LL volunteered to join along with DN. SMR to arrange a date. | **KD****SMR** |
| **5** | **AOB** | JS discussed the makeup of the group and requested any suggestions for additional members. This is to be carried forward to the next meeting.  | **ALL** |
| **6** | **Dates of next meetings** | 23rd May 2019 – 9.30-12.3019th July 2019 – 9.30-12.3016th October 2019 – 9.30-12.30KD to book and send invites | **ALL** |