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MINUTES OF SEND PARTNERSHIP STEERING GROUP MEETING

18th October 2019

Professional Development Centre, 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) | **√** |
| Gemma Burnaby-Ogilvie (GBO) | Assistant Designated Clinical Officer (SEND) | **√** |
| June Sewell (JS) | Inclusion Advisor, Education | **√** |
| Rebekah Muttitt (RM) | The Bethel (Mary Chapman House) | **x** |
| Andrea Bell (AB) | ADHD Norfolk | **x** |
| Claire Jones (CJ) | Local Offer Manager (SEN) | **√** |
| Lucy Wayman (LW) | Headteacher, Rosecroft Primary School | **x** |
| Rhiannon Price (RP) | Interim Headteacher, Rosecroft Primary School | **x** |
| Anita Evans (AE) | Family Voice Norfolk Representative | **√** |
| Lisa Lonergan (LL) | Family Voice Norfolk Representative | **x** |
| Claire Jack (CJa) | Family Voice Norfolk Representative | **x** |
| Louise Taylor (LT) | Independent Partnership Supporter | **x** |
| Lee Gibbons (LG) | ASD Helping Hands | **√** |
| Gemma Peloe (GP) | ASD Helping Hands | **√** |
| Nikki Corcoran (NC) | SEN Network | **√** |
| Maxine Webb (MW) | SENsational Families | **√** |
| Doreen Novak (DN) | Mediator | **x** |
| **Norfolk SEND Partnership** |  |  |
| Amy Pease (AP) | SENDIASS Interim Manager | **√** |
| Belinda Coxall (BC) | Business Support Officer | **√** |
| Kelly Drew (KD) | Business & Communications Coordinator | **x** |

##### Minutes

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|  | **Item** | Agreed Action | By |
| **1.** | **Introductions,**  **Apologies and Declarations of Interest** | Apologies from Stuart Mason, Rebekah Muttitt, Lucy Wayman, Rhiannon Price, Louise Taylor, Lisa Lonergan and Doreen Novak.  All attendees introduced themselves and briefly discussed their personal experiences in relation to SEND. |  |
|  |  | AP to check and confirm number of members required to be on the Steering Group.  AP discussed including representatives from early years, primary, secondary, Post 16 and special educational needs schools. CJ suggested AP contact Educate Norfolk for contacts. | AP **AP** |
| **2.** | **Minutes & Matters Arising** | The minutes of the previous meeting were agreed.  SMR requested meeting to review terms of reference to be arranged and booked.  MG requested KD forward the link for the Health booklet and MG will distribute electronically rather than providing a list of contacts.  AP has completed a business case for funding from Health and this is moving forward. AP to update at next meeting.   AF to update on position of SENDIASS attending the Education Working Group. To be carried forward to next meeting.  ~~SM to update on discussion with Sonya Walker in respect of any appropriate working together groups to help with input into EHCP assessment and joint working. To be carried forward to next meeting~~. To be removed  MG requested worksheets for medical professionals and leaflet to GP to be emailed to him.  SENDIASS matrix completed by members present and will be circulated again at next meeting. | **BC**  **KD**  **AP**  **AF**  **SM**  **KD**  **BC** |
| **3.** | **Mediation** | AP discussed the Mediation Statistics and reported on the success of mediations within the LA in respect of resolving issues more quickly and less stressful than tribunals.  AP to produce an article for the newsletter and the website on mediation.  MG requested tribunal overlay and AP agreed to find some statistics for this.  MW was informed by parents that the LA did not have decision makers at the mediation meetings. In the absence of a decision maker there should be access via a direct phone line. | **AP**  **AP**  **AP** |
|  |  | MG enquired about the process of feedback. AP agreed to feedback from the contract meeting with KIDS. CJ requested this information be given to the Local Offer.  NC reported that there were no contact details for KIDS mediation on the L.A. letter. AP to confirm the situation. | **AP**  **AP** |
| **4.** | **Current role of Volunteers and Review** | AP presented a review on SENDIASS volunteers in 2018/19. AP reported on costs for training, support and number of volunteers with active cases.    AP reported no more training courses would be booked until a decision on the way forward and the role of volunteers had been investigated further.  SMR asked how other SENDIASS’ used volunteers and AP reported we were the only service who have volunteers in the Eastern Region.  AP presented the service comparison report with our ten closest demographic neighbours. AP reported a copy of the report could be made available to members of the Steering Group who wished to have one. AP agreed to discuss at next meeting. | **AP** |
| **5.** | **Statistics and Media** | AP presented the Annual report produced by KD.  KD requested to change the colour on the age range chart as too similar and to proof read before publishing on the website.  KD requested to break down the district statistics for Norwich to show which areas within Norwich are using our services the most.  MG requested the category of need be shown by age range within the five categories.  AP reported on the amount of development work carried out by KD on the website and the increase of users over the last six months**.**  AP discussed the feedback/evaluations and the poor return response. SMR asked AP to find out from other regional groups how they carry out their evaluation process. MG suggested reducing the number of questions on the evaluation sheet to maybe three simple questions. AP reported that we have set questions allocated by National service that we have to use.  AP discussed results of the smart survey on Advice Clinics and the location of Norwich was still the most popular venue. AP reported Advice Clinics are being held around the county and an evening Advice Clinic has been booked at the Norwich office  AP shared the new marketing material with the Group and the new format of the booklets and newsletter received a very positive response.  AP discussed the trial of the new help line booking system. 29 hours will be allocated each week of one hour long slots accessed via a shared outlook calendar. This will enable advisors to make calls at allotted times and pick up casework. AP to update at next meeting.  SMR asked about training for schools and parents etc... AP explained that the minimum standards dictate we should be doing this, but capacity is an issue. There is a training section being looked at through the transformation programme and AP is a part of that. | **KD**  **KD**  **KD** |
| **AP**  **AP** |
| **6.** | **Minimum Standards** | AP reviewed the Minimum Standards – key points: -  1.1.1 - AP reported she had no contact with Social Care and CJ suggested AP contact Matthew Reading Norfolk Area SEND Multi Agency (NASMA) chair.  1.1.2 - AP reported that the Children and YP Worker was working with East Coast College but not been unable to access the other colleges as they are not being very receptive. AP going to escalate with SM.    2.2.1 - AP reported no update on recruitment of permanent Manager. Will update at next meeting  2.2.3 - CJ will contact Sarah Harris from Dragons again about recruiting members for the Young People’s Forum and AP will contact them re steering group representation | **AP**  **AP**  **AP**  **CJ**  **AP** |
| **7.** | **Health Booklet** | AP to confirm with KD current situation on amendments and distribution of Health booklet | **KD** |
|  |  | MG and GBO left the meeting at this point. |  |
| **8.** | **AOB** | MG had raised AOB about mediation and the stats they provide not including the info he has requested in respect of health. AP advised that Debra Oldman now runs the contract with Kids so feedback would need to go via her. |  |
| **9.** | **Date of Next Meeting** | Date of next meeting PDC on Monday 10th February 2020 at 9.30 a.m to 12.30 p.m. BC to book room and invite members. | **BC** |