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MINUTES OF SEND PARTNERSHIP STEERING GROUP MEETING

19th July 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 | **√** |
| Sarah McRobert (SMR) - Chair | Foster parent/carer | **√** |
| Mark Gower (MG) – Vice Chair | Designated Clinical Officer (SEND) | **√** |
| June Sewell (J) | Inclusion Advisor, Education | **x** |
| Rebecca Muttitt (RM) | The Bethel (Mary Chapman House) | **x** |
| Andrea Bell (AB) | ADHD Norfolk | **x** |
| Claire Jones (CJ) | Local Offer Manager (SEN) | **x** |
| 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 Partnership Supporter/FV Representative | **√** |
| Lee Gibbons (LG) | ASD Helping Hands | **√** |
| Gemma Peloe (GP) | ASD Helping Hands | **√** |
| Nikki Corcoran (NC) | SEN Network | **√** |
| Caroline Sykes (CS) | SENsational Families | **√** |
| 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 | **√** |

##### Minutes

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|  | **Item** | Agreed Action | By |
| **1** | **Introductions,**  **Apologies and Declarations of Interest** | Apologies from June Sewell, Claire Jones and Claire Jack. SMR welcomed new members of the Steering Group and requested a separate meeting be arranged to review terms and conditions. KD to arrange and book. | **KD** |
| **2** | **Minutes & Matters Arising** | MG suggested the Health booklet is distributed electronically with a link to our website. MG to send KD an up to date list of contacts and KD to forward.  MG discussed the Child Health Integration Group (CHIG) MG suggests this is something that SENDIASS joins. The Joint Commissioning document should be amended for Norfolk, pulling Education and Social Care together.  SENDIASS to attend the Education Working Group and AF to arrange an invite to be forwarded to AP following JS’s retirement.  MG fed back concerns from the Medical Needs Group, it was felt that Health need to input into EHCP assessment and work more jointly. SM will raise this with Sonya Walker to see if there are any appropriate working together groups.  AP to discuss the SEND Strategy and transformation policy with SMR and DN.  Worksheets giving information on the links between SEN support and an EHCP are being developed by SENDIASS for medical professionals. To be distributed to Health and added to professional section of the website.  SENDIASS matrix to be brought to the next meeting for new members to complete and review. | **KD**  **MG**  **AP**  **AF**  **SM**  **AP/DN/ SMR**  **KD**  **KD** |
| **3** | **Minimum Standards and case work** | **JS reviews the minimum standards – Key points**  CS discussed concerns that are raised on the SENsational Families forum regarding decision makers attending Mediation. AP confirmed this may be historical and to address this on the forum and direct parents to SENDIASS. SMR requested that the Steering group receive Tribunal data from the LA. JS confirmed that SENDIASS do receive this and this will be added to the agenda at the next meeting.  AP discussed the current role of the Volunteer and how SENDIASS are currently reviewing if this will be the most cost-effective way of using our resources. Feedback to be given at next meeting.  NC leaves the meeting – email address for future  [ncorcorannsen@yahoo.com](mailto:ncorcorannsen@yahoo.com). KD to change contact for future meetings.  JS presents case studies. | **CS**  **KD/AP**  **AP**  **KD** |
| **4.** | **STATS/Website** | KD presented Crossdata statistics and website information.  The trial for the website live chat will continue for information to be discussed at next meeting. KD/BC to promote more widely.  MG requested that the District data for Norwich is broken down to identify the specific areas where there are low levels of contact with SENDIASS. Data can then be used effectively to target areas of need. KD to close the current Smart Survey relating to Districts and feed back at the next meeting. | **KD/BC**  **KD** |
| **5.** | **Health Booklet** | Group reviewed the new Health booklet and made appropriate amendments. KD to amend and distribute. | **KD** |
| **8.** | **AOB** | LG to send invite to AP for Ageing with Autism 2019 Conference. | **LG** |
|  | **Dates of next meetings** | Change next meeting from the 16th October 2019 – 9.30-12.30 – PDC to the 18th October 10am – 1pm | **KD** |