



**MINUTES OF SEND PARTNERSHIP  
STEERING GROUP MEETING**

24<sup>th</sup> June 2020  
Via TEAMS meeting

<b>Steering Group</b>	<b>Title &amp; Organization</b>	<b>Attended</b>
Andy Tovell (AT)	Interim Assistant Director Inclusion & Opportunity Service	√
Sarah McRobert (SMR) - Chair	Foster parent/carer	√
Mark Gower (MG) – Vice Chair	Designated Clinical Officer (SEND)	√
Clare Angell (CA)	Senior Manager for Children, Young People & Maternity Gt Yarmouth and Waveney CCG	√
June Sewell (JS)	Inclusion Advisor, Education	√
Rebekah Muttitt (RM)	The Bethel (Mary Chapman House)	√
Andrea Bell (AB)	ADHD Norfolk	x
Claire Jones (CJ)	Local Offer Manager (SEN)	√
Lucy Wayman (LW)	Headteacher, Rosecroft Primary School	x
Nicola Baxter (NB)	Family Voice Norfolk Representative	√
Alison Furniss (AF)	Independent SEND Support and IS	√
James Stanbrooke (JSt)	Head of Sheringham Woodfields	√
Matthew Reading (MR)	Head of Family Assessment & Safeguarding Teams	x
Lee Gibbons (LG)	ASD Helping Hands	√
Paula Jones (PJ)	Executive Headteacher of Flourish Federation	√
Claire Cumberlidge (CC)	SEN Network	√
Nicki Price (NP)	SENSational Families	x
Doreen Novak (DN)	Mediator	x
<b>Norfolk SEND Partnership</b>		
Amy Pease (AP)	SENDIASS Manager	√
Belinda Coxall (BC)	Business Support Officer	√
Kelly Drew (KD)	Business & Communications Coordinator	√

**Minutes**

	<b>Item</b>	<b>Agreed Action</b>	<b>By</b>
1.	<b>Introductions, Apologies, AOB and Declarations of Interest</b>	<p>SMR welcomed everyone to the TEAMS meeting. New members Andy Tovell, Clare Angell, James Stanbrooke and Paula Jones introduced themselves to the group.</p> <p>Apologies were received from Lucy Wayman, Nicki Price, Gemma Burnaby-Ogilvie and Doreen Novak.</p> <p>No any other business items or declaration of interest.</p>	

2.	<b>Minutes of Last Meeting &amp; Matters Arising</b>	<p>The minutes of the previous meeting were agreed. It was noted AF had been omitted from the attendance list. BC to amend.</p> <p>AF confirmed she had requested AP be contacted about SENDIASS attending the Education Working Group.</p> <p>AP confirmed the funding from Health had been agreed from 30<sup>th</sup> July 2020.</p> <p>The article on mediation statistics for newsletter/website from KIDS is ongoing.</p> <p>KD confirmed it would be difficult to break down the areas of Norwich into districts in the statistics. It was agreed to make no changes.</p> <p>KD discussed the changes to the evaluations which are now sent out by text as well as email and post. The number of questions had been reduced and made simpler.</p> <p>AP confirmed no update received from Sarah Harris of Dragons about young people interested in representing the Steering Group.</p>	<p><b>BC</b></p> <p><b>AP</b></p> <p><b>AP</b></p>
3.	<b>Service Updates</b>	<p>AP confirmed the booking of helpline slots was working well and the advisors could do more casework which had provided better support to the parents.</p> <p>The team were working from home due to lockdown and using TEAMS. Advice Clinic meetings were being carried out by ZOOM.</p> <p>CA will share with AP the pre and post diagnosis information in respect of the parent training when available. LG was also interested in the pre diagnosis information. AP to contact CA.</p> <p>The OFSTED and CQC inspection report had been published and SENDIASS were mentioned positively. The report acknowledged the struggle to meet the demands on the service and the need to be jointly commissioned.</p> <p>AP confirmed funding received from IAS Council for Disabled Children of £27,882.35. AP to report back three times throughout the year and payment based on results.</p> <p>AP gave an update on the Youth Forum and confirmed the Children and Young People SENDIASS Supporter had produced a survey which closed on 27<sup>th</sup> June 2020. LG requested the link to advertise the survey.</p> <p>Discussed forming one Youth Forum and all organisations work together rather than as separate groups.</p>	<p><b>AP</b></p> <p><b>AP</b></p> <p><b>KD</b></p>

		<p>AP discussed training packages for social workers using webinars. MG suggested working together as multi-agency</p> <p>JS reported she had Social Workers ready and waiting for training and suggested she be included.</p> <p>Separate meeting to discuss with AP, MG and JS</p> <p>SMR discussed the limit on tenure of the existing Chair and Vice-Chair roles and asked if the group wanted to keep as it is or make new appointments.</p> <p>AP confirmed the maximum length of time for these roles was three years.</p> <p>MG suggested the item be added to the agenda for the next meeting to discuss and share thoughts.</p>	<p><b>AP</b></p>
<p><b>4. Succession Planning</b></p>			
<p><b>5. Terms of Reference</b></p>		<p>The Terms of Reference had been updated and sent out before the meeting.</p> <p>Members were asked to read and agree the Terms of Reference and either electronically sign or print out and sign.</p> <p>AP asked for contacts for Early Years, Secondary and Post 16 members and the following were suggested:-</p> <p>Ian Hollis (Advisor, Early Years)  Karen Leggett  Woodside One Nursery  Busybees at NNUH  Hamlet Centre  Early Years</p>	<p><b>BC</b></p>
			<p><b>ALL</b></p>
		<p>AP agreed to investigate and update at the next meeting</p>	<p><b>AP</b></p>
<p><b>6. Minimum Standards</b></p>		<p>AP reviewed the Minimum Standards – key points: -</p> <p>1.1.1 - AP reported there was more work to be done with Social Care and the SLA needs to be signed.</p> <p>MG requested a copy of the formal agreement.</p> <p>1.1.2 - AP confirmed on track to be achieved in March 2021</p> <p>1.1.2 – The rating on Minimum Standards will remain as the service is getting busier especially in relation to tribunals.</p> <p>There was a discussion about Norfolk’s high rate of tribunals and AT said the local offer website content was aimed at high needs SEN leading to EHCPs AT confirmed a lot of work was needed for improvements at mainstream level in respect of SEN.</p>	<p><b>AP</b></p>

7.	<b>Statistics and Media and Evaluation</b>	<p>CJ confirmed there was a review of the local offer especially in relation to SEN support to improve this and work is continuing.</p> <p>1.1.6 – Improving but more work needed to promote us within social care teams.</p> <p>1.1.7 –. Ongoing recruitment of members to steering group to fill gaps in key stakeholders.</p> <p>1.1.8 – The draft development plan was written in September and with a new one to be created for next academic year. Once written AP to distribute.</p> <p>2.3 – Young People’s Forum progressing.</p> <p>3.1 – AP discussed the difficulties in finding ways to work directly with children and suggestions included:-</p> <ul style="list-style-type: none"> <li>• Child section on the website</li> <li>• looking at other SENDIASS</li> <li>• publishing literature in child friendly format and using a social story layout</li> <li>• Screen and animated story</li> </ul> <p>MG suggested that RAG rating be changed to amber due to the ongoing issues in engaging children but to reflect that when we work with families we do try and engage with the child.</p> <p>3.4 – AP confirmed funding for the Child and Young Person worker ended in March 2021 so may change.</p> <p>3.6 –Workshops ongoing and webinars for children not yet in place.</p> <p>KD presented the statistics report and gave an overview and update on service changes KD summarized the two reports from September as last meeting cancelled.</p> <p>The level 3 of the classification codes for EHCPs was discussed and it was agreed that KD would check this and report back.</p> <p>KD reported on new media projects: -</p> <ul style="list-style-type: none"> <li>• Young Persons link</li> <li>• Coronavirus link</li> <li>• Audio booklets available on YouTube</li> <li>• Instagram account</li> </ul>	<p><b>AP</b></p> <p><b>AP</b></p> <p><b>KD</b></p>
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