



Chair: Chris McLoughlin  
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## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) IMPROVEMENT BOARD

### MINUTES

<b>MEETING:</b>	<b>SEND Improvement Board</b>	<b>Date of Meeting:</b>	<b>30<sup>th</sup> October 2018</b>
<b>LOCATION:</b>	<b>Conference Room A Upper Ground Floor Stopford House</b>	<b>Time of Meeting: 12:00 - 13:30</b>	
<b>PRESENT:</b>	Chris McLoughlin (chair) Alan Beswick, Cathy Lyall, Claire Woodford, Deborah Woodcock, Donna Sager, Mark Fitton, Noreen Dowd,		
<b>IN ATTENDANCE:</b>	Lucy Cunliffe (minutes), James Brown, Max Weiland		
<b>APOLOGIES:</b>	Maria McCaffery, Paul Harper, Sherann Hillman, Sarah Williamson		
1.	<p><b>Welcome and apologies</b></p> <p>Apologies were noted as listed above.</p>		
2.	<p><b>The minutes of the previous meeting</b> were checked for accuracy. The following amendments and updates were noted:</p> <p>Page 2: D Sager alerted the board that a December 2018 deadline would mean that only a very short version of the JSNA could be produced:</p> <ul style="list-style-type: none"> <li>• The data could be collated, but no consultation will have taken place</li> <li>• Action plan and recommendations would follow and inform the WSOA and SEND strategy</li> </ul> <p>It was confirmed that the action should be assigned to D Sager and Aaron Atkinson (CCG)</p> <p>AGREED: the board made a commitment that relevant officers would be made available to enable teams to access data as required</p> <p>[Alan arrived 12:15]</p> <p>AGREED: A conversation took place regarding the use of the terminology 'parent representatives' rather than always naming PIPS. The board agreed this</p> <p>An update was sought on the actions – these have been noted in the action log.</p>		
3.	<p><b>Declarations of Interest</b></p> <p>The chair reminded members of the board to declare any interests that may interfere with the running of the agenda. There were none.</p>		
4.	<p><b>Inspection timetable with dates</b></p>		



C Lyall explained that the timetable included in the papers was a first draft based on the inspection framework. The board noted the following:

- Expect to receive the final report on 7 November, but may be later
- Report may be published on Ofsted website mid-November
- Publish on SMBC and Local Offer website by mid-November
- Public meetings need to be planned – need to set up venues and dates as soon as possible
- Need to prepare comms in the meantime

AGREED: the board agreed the need to ensure health, education and social care representatives at a senior level front any engagement exercises

It was suggested that an initial engagement session could be used to explain the report and collect contact details. A follow up workshop could be offered afterwards for parents to give their perspectives.

AGREED: the group agreed that there are two different sessions required: Service users/public and staff

The chair noted that this detail will need to be part of the comms strategy

ACTION: JB to add some detail to the plan regarding the required engagement sessions

A conversation took place regarding the different types of engagement required to work with the numerous staff and public groups. The need to agree the sequencing and level of detail was discussed:

1. report published
2. engage with PIPS
3. engage with families
4. engage with affected staff

AGREED: keep the detail limited initially and point towards website for further information about the report

It was noted that there needs to be a meeting for core staff (those who met the inspectors) to give them time to reflect and the opportunity to be involved. Empowering staff will be key.

The chair queried whether there was enough detail in the plan, and who will be responsible. The group noted that Kath Carey (strategy and performance manager) should be involved as she will have names of all those who attended the focus groups.

ACTION: Cath Carey to work with JB and AN

The chair shared that Cllr McGee (HWB) and Cllr Fitzpatrick (Council lead for education) had been engaged in dialogue regarding this. A spokesperson from the CCG (either Dr Cath Briggs or Dr Viren Mehta) would be briefed.

It was flagged that the engagement sessions will require facilitation by the operational leads. The board needs to consider what the groups should come away from the sessions feeling and work to build the content from that point.

ACTION: JB and AN to get the dates and times sorted depending on the timeline from the inspectors covering education, health and social care



	<p><b>ACTION:</b> all board member to send a list of staff who will help to collate the attendee lists to LC (AB and CL to think about schools and school leaders)</p> <p><b>ACTION:</b> all board members to provide a named representative from each area to front the session</p> <p><b>AGREED:</b> Aim for one week after the report for the initial engagement sessions</p> <p>The chair suggested having a small team, comprising representatives from each area, to lead this activity:</p> <ul style="list-style-type: none"> <li>• Maria McCaffery</li> <li>• Elaine Hill</li> <li>• Cathy Lyall</li> <li>• Alison North</li> <li>• James Brown</li> <li>• Jeannette Warburton</li> <li>• Claire Woodford will brief comms lead at Trust (Holly Cubitt)</li> </ul>
<p>5.</p>	<p><b>SEND Governance Framework</b></p> <p>The chair updated that a meeting had taken place last week to progress the governance framework visual. Further comments or amends were invited from board members:</p> <p>C Woodford suggested adding a link to Pennine and SFT boards:</p> <ul style="list-style-type: none"> <li>• Helen Thomson and Alison Lynch suggested this work would come into the Trust under Safeguarding</li> </ul> <p><b>ACTION:</b> LC to ask Geraldine Gerrard (GG) to show with dotted lines where SEND will be reported into SFT and Pennine</p> <p><b>ACTION:</b> LC to pick up with GG regarding adding PIPS to the structure and then with PH at PIPS regarding where it fits within their reporting structure</p> <p>N Dowd suggested that the CCG links need to be made clearer:</p> <ul style="list-style-type: none"> <li>• SEND will be reported into JCB</li> </ul> <p>A discussion took place about the JCB and ICB not currently being sufficiently constituted for SEND to report into, which was the main issue and finding from the report.</p> <p><b>ACTION:</b> CMc to clarify membership of the CLT</p> <p><b>ACTION:</b> a narrative is required for each board shown on the governance structure regarding what they are responsible for</p> <p>The chair sought clarity around the SEND Implementation Group. It was noted that the SEND leadership group has 10 members and has been meeting for the last two years, but who should be at the Implementation Group needs to be determined.</p> <p>It was agreed that the task and finish groups should be worked through first, and a lead from each should be identified to form the SEND Implementation Group</p> <p>The suggestions were:</p> <ul style="list-style-type: none"> <li>• <b>Joint commissioning 0 – 25</b> (feed into WSOA, SEND strategy and JSNA strategy) – the CCG will chair (ND to nominate)</li> <li>• <b>SEND Support and EHCP</b> – DW/AB to co-chair</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; evaluation</b> (know ourselves well enough: data; jointly plan; measure needs; evaluate) – DS to chair</li> <li>• <b>Co-production, communication and engagement</b> (has to include co-production and the local offer and needs to include a young person representative) – CW to chair</li> <li>• <b>Workforce development and training</b> – it was agreed that this should be included as an element within each of the other workstreams</li> <li>• <b>Inequalities, mediation, challenge and support</b> (captures a number of elements) – it was agreed that this should be included within the ToRs for each of the other workstreams</li> </ul> <p>There was discussion amongst the board regarding the specifics of each group:</p> <p>SEND support and EHCP:</p> <ul style="list-style-type: none"> <li>• Heather West for health</li> <li>• Heidi Shaw for social care</li> <li>• Work with inclusion services</li> </ul> <p>Monitoring and evaluation:</p> <ul style="list-style-type: none"> <li>• DS to chair</li> <li>• Jenny Neal should be involved (working on a piece of work at SMBC regarding integration: next phase is children’s services)</li> </ul> <p>Co-production, communication and engagement:</p> <ul style="list-style-type: none"> <li>• Will be supported by JB/AN</li> <li>• This should feed into all other workstreams</li> </ul> <p>ACTION: MF to check whether Cat Duncan-Rees could support with co-production</p> <p>The board discussed the need to have adults reflected through each of the workstreams, beyond transitions. It was noted that there is a need to work through to ‘rest of life’ through joint working.</p> <p>AGREED: the board agreed that there needs to be ASC representation through all of this work, and it should not be considered as a separate element. There should be a commitment from ASC to every board</p> <p>ACTION: MF to confirm lead</p> <p>ACTION: all board members to send a list of who should sit on each group to LC</p> <p>ACTION: LC to recirculate the list of workstreams</p>
6.	<p><b>Terms of Reference</b></p> <p>N Dowd updated the board that the comments captured during the last meeting and subsequently via email have been incorporated into the circulated draft ToR.</p> <p>The board noted that the final details will need to be added once the letter has been received from the inspectors.</p> <p>There was discussion about membership in which it was noted that the YP representative is still to be determined, and that the CCG and Pennine Care representatives may change.</p> <p>ACTION: defer decision regarding a SEND YP board to the next meeting</p>



	<p>AGREED: the board agreed to approve the ToR as they stand currently</p>
<p>7.</p>	<p><b>Meeting with Department for Education</b></p> <p>C Lyall shared that a meeting with Elaine Baulcombe from the Department for Education (DfE) is planned for Thursday 1 November. It was noted that the meeting will not be able to go into detail about the inspection, but the DfE is keen to hear how Stockport is moving forward.</p> <p>The board heard that a lead officer meeting will be taking place in December (dates tbc), comprising André Imich, DfE rep and Elaine Baulcombe. This will be the first official meeting, and will be used to decide how frequently they want to meet with Stockport. This meeting will also be used to determine the reporting arrangements.</p> <p>[MF and DW left at 1:30]</p> <p>It was noted that there is currently consideration and pilot around a re-inspection to look at the specific areas of concern noted in the first inspection. The reason for this is that only OFSTED can take a system out of the rating given.</p> <p>ACTION: CL to provide feedback to the group following meeting on 1 November</p> <p>N Dowd explained that normal practice would be to have monthly visits. C McLoughlin and N Dowd will need to be in attendance for each. The plea is for these to be fitted into diaries ASAP.</p> <p>The board noted that a template for reporting will need to be agreed so that there can be a consistent method of reporting across all parts of the system. It was agreed that there needs to be one set of information reported back to the organisations.</p> <p>There is an NHS England assurance meeting in November.</p> <p>AGREED: board to sign off reporting template</p>
<p>8.</p>	<p><b>Agreement of work programme</b></p> <p>See agenda item 5.</p> <p>.</p>
<p>9.</p>	<p><b>Comms strategy</b></p> <p>[NB: this item was covered after item 3]</p> <p>J Brown presented the comms strategy and invited questions or comments from the board.</p> <p>N Dowd noted two points:</p> <ol style="list-style-type: none"> <li>1. Education is missing – needs to be included as it is one of the three statutory parties to the partnership. NB: C McLoughlin has spoken with Cllr Fitzpatrick (education lead)</li> <li>2. Spokesperson – needs to have clinical health included, should have Dr Briggs (as chair of CCG) as joint spokesperson with Cllr McGee</li> </ol> <p>AGREED: the board agreed with these suggestions</p> <p>ACTION: all board members to feedback directly to JB with any comments</p>



	<p>J Brown informed the board that he and A North will proceed with organising the events outside of the meeting. The board noted that the meetings will need to be publicised on the SMBC, CCG and Local Offer websites as well as social media if appropriate. This will need to be advertised to parents of children with SEND.</p>
10.	<p><b>Listening to the voice of young people – implementing a young person’s board</b></p> <p>To be discussed as part of comms strategy.</p>
11.	<p><b>Any other business</b></p> <p>There were no other items of business.</p>
12.	<p><b>Date of next meeting:</b></p> <p>The board heard that C McLoughlin and N Dowd met with the external facilitator who will support the board’s development session. It was agreed that the session would look to agree a set of behaviours and core values. This should be a thought provoking and beneficial session for the board.</p> <p>AGREED: the board agreed that deputies can be brought to this session as appropriate</p> <p>The development session will take place on Tuesday 13 November at 12:00 in Conference Room, 3<sup>rd</sup> Floor, Stopford House.</p>