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## MINUTES – Local SEND Partnership Board

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**Date:** Thursday 18<sup>th</sup> April 2024

**Time:** 14.00pm – 15.20pm

**Venue:** Microsoft Teams Meeting

Discussion Items	Lead
<p>1. <b>Welcome, Introductions and Apologies</b></p> <p><b>Meeting Chaired by Andrea Ibbeson</b></p> <p><b>Attendees:</b></p> <p>Leanne Hornsby (LH), Andrea Ibbeson (AI), Martyn Owen (MO), Kathryn Hawley (Kha), Kim Holdridge (KH), Clive Chambers (CC), Alexis Johnson (AJ), Alison Tomes (AT), Laura Churm (LC), Kate Featherstone-Bennett (KFB), Bushra Ismaiel (BI), Natalie Firth (NF), Sarah Hall (SH), Phillipa Cousins (PC), Kate Jones (KJ), Sarah Timmins (ST), Jane Cresswell (JC), Debbie Osborne (DO), Natalie Tyrrell (NT), Georgina Todd (GT)</p> <p><b>Apologies:</b></p> <p>Emma Price (EP), Emma Smith (ES), Emma Kirk (EK), Karl Bower (KB), Annika Leyland (AL)</p> <p><b>Non-Attendees:</b></p> <p>Paul Scotting (PS), Ethan Osborne (EO), Angela Harrington (AH), Melisa North (MN), Joel Hardwick (JH), Simon Witham (SW),</p>	<p><b>AI</b></p>
<p>2. <b>Requests for any other business</b></p> <p>There were no requests for any other business or declarations of interest.</p>	
<p>3. <b>Minutes from previous SEND Board</b></p> <p>The previous minutes were agreed as a true reflection of the meeting on 6<sup>th</sup> March 2024.</p>	
<p>4. <b>Voice Update</b></p> <p><i>SEND Shadow Board</i></p> <p>MO updated that the Shadow Group were pleased with the progress being made against the SEND priorities as well as their request regarding a SEND Careers event. Clair Dawson had attended to speak to members about the event and gain their ideas to help shape the event, so their lived experiences could be captured. MO noted that there was a lively conversation around the future of this. Claire is designing this event and will bring plans to the next meeting. MO indicated that the report gives more detail of this update.</p>	

	<p><i>Making a difference parent session</i></p> <p>MO updated that the most recent parent's session discussed the changes and updates on SEND priorities for parents. KB had a guest spot which was useful for him to be able to introduce and explain his role to parents. He received good questions from parents regarding access to services. KB had agreed to have conversations with individuals to collate a wider view. DO to support with this.</p> <p><b>Action: collate this feedback to share with SEND Board. ST to collate and present at future board meeting – timeline TBC. NT/GT to add to agenda when agreed date.</b></p> <p>AI requested update on the handbook and toolkit, and co-production charter timeline.</p> <p>MO advised that the handbook and toolkit would be going out next week as visuals were currently being finalised. These will then be available for comments until 15<sup>th</sup> May. The co-production charter has been finalised and is currently waiting for the opportunity to launch through comms.</p> <p>LH asked for clarification whether this is including the parent toolkit.</p> <p>MO clarified that this was on a separate timeline due to a delay, the document is drafted but still undergoing work. This has been relayed to parents and a plan is in place. There is no current timescale to advise of due to staff absence, but the document still needs finishing and testing.</p>	<p><b>ST NT/GT</b></p>
<p>5.</p>	<p><b>Progress Update on SEND Implementation</b></p> <p>NT provided an overview of the progress against the SEND Implementation Plan. It was noted that there were 61 activities complete, 22 on track, 25 over their original deadline and 24 not started. NT advised additional detail is covered in the Engine Room Highlight Report and Implementation Plan which were sent to the Board ahead of the meeting.</p> <ul style="list-style-type: none"> <li>● <b>Priority 1</b> <ul style="list-style-type: none"> <li>○ EHC Hub has gone live today as scheduled.</li> <li>○ MO and EP have a meeting in place regarding Assessment Hubs so this is progressing.</li> </ul> </li> <li>● <b>Priority 2</b> <ul style="list-style-type: none"> <li>○ Element 3 Funding model is going to School Forum 19<sup>th</sup> April, this had been worked on with SEND consultant and schools. MO clarified that the ultimate timeline is not affected by this delay.</li> <li>○ Pre and Post 16 Sufficiency Assessment is almost finalised, looking at May for this to be published.</li> <li>○ All 4 hubs have cohorts in them. Building issues are causing delay for the final hub to be open.</li> </ul> </li> <li>● <b>Priority 3</b> <ul style="list-style-type: none"> <li>○ Preparation for Adulthood have advised that when the team have looked at these priorities they are going to take a lot longer than the original deadline. Looking for these to be completed by the end of summer.</li> </ul> </li> </ul>	

- A baselines option paper had been created on the lived experience feedback from parents, working with the Integrated Care Board and Rotherham, Doncaster and South Humber NHS working groups. Kha is happy with where this is at, a first draft will be shared next week.
- Kha advises that the shared charter and Engaging with People workstream took place and that while they were happy with the work, feedback was that it needed more lived experience and the voice of SEND children, as well as needing to be more person-friendly.

- **Priority 4**

- The Local Inclusion Partnership is to be implemented at the same time as the Inclusion Charter so these have to be done together.
- The Co-production Charter is finalised, and ready to be launched. This will be done in-line with The Local Offer launch, which is expected to be in May.
- The Inclusion Charter was delivered at the last Engine Room by Graeme Routledge, this is expected to be launched in the Autumn term.

AI would like to know whether the Board can do anything to help with the delayed areas. MO clarified that the holdups being experienced were foreseen and that there is nothing the Board can do to assist. AI states that these delays should be escalated to the Education & Skills Portfolio Board if they are not improved by the next meeting.

There was discussion around the rate of EHCP compliance which LH confirmed was at 76.57%. AI questioned why the remaining 23% was not on time given that other agencies contributions were coming in as scheduled. LH advised that the national average is currently 49% and Doncaster has had a good rate of improvement, which has been achieved by twin tracking completion, quality and voice. It was noted that the figures should improve further with the launch of the new idox system.

JC added that there were other external factors which effects the completion rate of EHCPs, such as parent / carers contributions, complex cases and business support capacity can slow work down.

LH noted that the performance reporting does not factor in the utilisation of the additional 15-day period for a complex cases, which will on paper appear as a non-completion despite having this legal extension. Factoring these into the percentage will help to close this gap.

<p>6.</p>	<p><b>Performance, Quality Assurance and Improvement Framework (PQAIF)</b></p> <ul style="list-style-type: none"> <li>• Deep Dive             <ul style="list-style-type: none"> <li>○ Responses from the partnership</li> <li>○ Approval of questions</li> </ul> </li> </ul> <p>NT advised that the PQAIF document had been circulated to everyone, and advised the next steps were to go through the document to confirm the questions which had been inputted.</p> <p>AJ feels that the questions people had given for the document were too specific and detailed, and not broad enough for the intended purpose. AJ felt that the questions were not strategically thinking of what the document is asking.</p> <p>AI felt that the document is to ensure we know ourselves well and the outcomes achieved for children, young people and heir families.</p> <p>AJ queried whether children who have a EHCP with therapy detailed in it, do they access therapy and what does it look like – the quality of this is variable. We were trying to put this as a broad question.</p> <p>NT added that an action from the meeting was to send the document out to SENCOs. The document was sent to the network, NT received some calls around it to discuss but no feedback was received.</p> <p>AI had suggested that it would be helpful to work through the document in the meeting, in order to be able to progress with approval and to being the important work of gathering the information and data.</p> <p>AT suggested smart actions that can be measured against priorities. AI agreed, although did state that this must be timely and that the SEND board should look to approve without any further delay.</p> <p><b>Action: Task group to include members from all of the partnership to have a 1-hour virtual meeting to discuss this further. AT, KB, CC, KJ, LC, MO, AJ. NT/GT to set up meeting within the next 2-3 weeks.</b></p>	<p>NT/GT</p>
<p>7.</p>	<p><b>Good News Stories</b></p> <p>JC reiterated that 77% of EHCP requests done within 20-week period is a positive figure. JC added that the EHC Hub rollout went live today (18<sup>th</sup> April) as planned and by 12pm a request had come from assessment meaning someone had accessed the system. There had been very little feedback from anyone that they could not access, usernames had gone out, so it seemed to be a smooth process so far. JC noted that partners had come together for the roll out and training, and everyone had engaged well. The SEND team will hopefully be able to have more time to support families with the electronic hub rollout.</p> <p>Primary top year transfer figures were the highest Doncaster had done, with the only 3 that were not done on time being complex cases.</p> <p>Last years QA panels had a backlog, however this year the panel had been smoother than previous.</p> <p>JC advised of 2 students' cases who had positive outcomes from the CYP voice being heard, observing how work had been done closely with the families to get the outcome the CYP wanted for their 16+ education. It was noted that the involved settings helped both parents and children to encourage them going into mainstream placements where the parents originally wanted specialist.</p>	

	<p><b>AI requested that DO could help bring to light more positive stories like the ones discussed. Good news stories from other colleagues would be welcomed to acknowledge the good work happening. Colleagues to email NT/AI/LH anything else to be celebrated to add to the agenda.</b></p>	All
8.	<p><b>Engine Room Update</b></p> <p>MO updated on quality assurance and case audits work, advising that there is a useful narrative around these workstreams worth discussing. MO noted working with shared placements is progressing but complex work, nowhere else in the country is doing this work so we are trying to innovate doing this with schools, but this makes it difficult to progress. This is unprecedented work with complexity, the Commissioning team are giving good advice, but it may not deliver the sort of shared placements we wanted that would have made a difference. MO shared that he is still working with partners and trying to do this properly with regards to the full range of risk.</p> <p>AI queries if what the level of output achieves is worth what it will take to get there. MO clarified that we wouldn't be progressing the work as a priority but will keep the conversation open and ongoing.</p>	
9.	<p><b>Escalations for the Education &amp; Skills Portfolio Board</b></p> <p>No escalations for the Education &amp; Skills Portfolio Board were raised.</p>	
10.	<p><b>Any Other Business</b></p> <p>LH raised that we should discuss and update on the young people with EHCPs moving into the area, as we have to deliver for them and are not always able to do this quickly which is a risk that needs considering.</p> <p><b>Action: JC and Gemma Tomlinson come and present on this with some proposals.</b></p> <p><b>NT/GT to add this onto agenda for the next meeting.</b></p>	JC NT/GT
11.	<p><b>Leadership Charter</b></p> <p>The group felt they were focused and on track in regard to outcomes to be achieved on the leadership charter.</p>	
12.	<p><b>Date and time of next meeting</b></p> <p>➤ Thursday 24<sup>th</sup> June, 13.00 – 17.00, DGLAM</p>	