#### 

**SEND Partnership Board**

**Launch meeting**

4 May, 10.00 – 12.00pm

Aldingbourne Country Centre, Blackmill Lane, Norton, Chichester,

West Sussex, PO18 0JP

**Notes**

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| **Attendees** | **Apologies** |
| Helen Johns, Assistant Director, Inclusion and SEND  Keir Margrave, Local Offer Officer  Grace Fairbourne, Early Years Consultant  Claire Prince, Senior SEND & Inclusion Adviser  Rachel Sadler, Youth Participation Lead  Jacqui Parfitt, SEND Service and Market Development Manager  Natalie McNeill, Designated Social Care Officer  Kathryn Kellagher, SEND & Inclusion Project Support Officer  Claire Hayes, Head of Service, Early Help  Sarah Albery, Assistant Head, Virtual School  Heather Mcintosh, Team Manager, SEND IAS  Doug Thomas, Head Teacher, West Sussex Alternative Provision College  Sam Channon, Business Manager, West Sussex Alternative Provision College  Val Evans, West Sussex Parent Carer Forum  Tasha Brabon, Aspens  Louise Fox, Head of Service, Family Support and Protection  Michelle Olden, Team Manager, Adult Services and Health  Gillian Santi, School Governor  Linda Wilmott, Health Provider SCFT | Jo Hill, Principal Service Lead  Andrea Morgan, Principal Educational Psychologist  Kathy Lockyear, Lead for Specialist Advisory Teaching Service  Hannah Delmar- Addy, Reaching Families  Kate Kewley  Emma England, Project Officer, Joint Commissioning Unit  Rachael Lee, Designated Clinical Officer  Sally Kean, Children’s Health Commissioner, Joint Commissioning Unit  Michael Rhodes-Kubiak, Short Breaks Commissioning Manager  Kim Tucker, Team Manager, Libraries Service (Disability Register) |

| **Item** |  | **Action** |
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| 1. | This group has been created following a rethink about the governance of the SEND & Inclusion Strategy.   * The strategy was very much project-based in its first couple of years, with achievable outcomes and milestones which were reported into the SEND & Inclusion Strategy Board. It was also education focused, as we had struggled to get engagement with colleagues in health and social care. * We have recently updated our strategy to reflect a more holistic approach, with a greater focus on the voices of the child and parent carers. The strategy aims have been broadened following feedback from colleagues in the West Sussex Parent Carer Forum, joint commissioning, health and social care. The updated  [SEND & Inclusion Strategy](https://schools.local-offer.org/blog/2022/03/21/update-to-send-inclusion-strategy/)  can be found on Tools for Schools. * The SEND Partnership Board is to be a key working group that will inform the SEND & Inclusion Strategy Board of the lived experience of children/young people and their families.   **ACTION: If you think someone should be here who isn’t, please let Kathryn Kellagher know.** | All |
| 2. | **Current strategy activities**   * Transitions workstream, which is looking at how we can best support our children and young people at these key points in their lives. * Alternative Provision workstream, which is looking at the West Sussex model for alternative provision – what is our offer for children and young people who are unable to attend school full-time. * Collective Responsibility workstream, which is looking at how we make SEND everyone’s business * Communications strand: how can we better address the on-going challenge of communicating with and hearing from our children/young people and their families, and also how can we better communicate with other professionals and services. |  |
| 3. | **Terms of Reference (TOR)**   * Governance: the SEND Partnership Board will feed into the SEND & Inclusion Strategy Board, chaired by Paul Wagstaff and feeding in turn to the boards that sit above it. In the case of West Sussex County Council, this is the Transformation Board. * It was suggested that we include wording to reflect accountability and responsibility. Members of this group are responsible for representing and gathering views from their sectors, and acting as a conduit for information. * The TOR will be updated and reviewed again at the next meeting. After this, it will be reviewed annually. * The purpose of the SEND Partnership Board will be copied at the top of agendas, as a visual reminder of why we are meeting. |  |
| 4. | **Reporting Card**  It was agreed that this would be a useful tool for reporting to the group what is going well, any concerns and challenges and to share upcoming activities.  **ACTION: KK to email out the reporting card two weeks prior to board meetings, and the completed cards will be circulated with the agendas one week before the board meetings.** | KK / ALL |
| 5. | **Capturing the voice of children/young people and families**   * The voluntary sector will be a key ally in gathering feedback from families who may be reluctant to talk honestly to professionals.   **ACTION: Discuss how we can include young people in the work of the SEND Partnership Board. Agenda item for next meeting.** | Agenda item for next meeting |
| 6. | **On-line discussion group**  It was suggested that we should set up a private on-line discussion group which can be used to ask questions, share information etc between meetings. KK and KM to discuss how this could work. | KK / KM |
| 7. | The Green Paper SEND Review consultation: Right support, right place, right time. See attached powerpoint presentation (saved as a pdf as it is a very large file). To find out more about the SEND Review visit: **sendreview.campaign.gov.uk**  Discussion points:   * The key message of the review is the need to build consistency across all local authorities and services. * Concerns were raised about the ability of families with no internet access to engage with a digitised EHCP process.   + Libraries could offer a solution to this   + SEND IAS and charities such as Aspens could provide help. * Mediation has proved successful for families working with Aspens. * What is the alternative provision offer for post-16 young people? * It was noted that future Local Area inspections will be more focused on case studies and the lived experience of children, young people and their families. A future agenda item for this meeting should be to consider how we can carry out a “deep dive” audit which will both inform our preparation for the next inspection and align with our strategy aim of putting the child/young person at the centre of what we do.   **ACTION: this group should monitor the progress of the Green Paper and its impact on future Local Area SEND Inspections. In particular, we could consider how we can implement a “deep dive” audit that will review the lived experience of the child/young person**  **ACTION: members of this group are to take the consultation back to their areas and put in a response.** | Agenda item for next meeting  All |
| 8. | Date of next meeting: 6 July 2022, venue to be confirmed. |  |