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**SEND Partnership Board**

**Committee Room 1, County Hall, Chichester**

8 November, 4.00 – 6.00

**Notes**

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| **Attendees** | | **Apologies** | |
| Helen Johns, Assistant Director, Inclusion and SEND  Keir Margrave, Local Offer Officer  Michael Rhodes-Kubiak, Short Breaks Commissioning Manager  Natalie McNeill, Designated Social Care Officer  Kathryn Kellagher, SEND & Inclusion Project Support Officer  Kathy Lockyear, Lead for Specialist Advisory Teaching Service  Grace Fairbourne, Early Years Consultant  Jacqui Parfitt, SEND Service and Market Development Manager  Helen Butcher, Senior Consultant and Engagement Officer  Mike S Smith, Service Project Manager, Adult Services and Health  Claire Hayes, Head of Service, Early Help  Michelle Olden, Team Manager, Adult Services and Health  Rachael Lee, Designated Clinical Officer  Karen Spencer, Service Lead, SENAT  Eileen Darby, Chichester College | | Claire Prince, Senior SEND & Inclusion Adviser  Andrea Morgan, Principal Educational Psychologist  Emma Bruton, Early Help  Heather Mcintosh, Team Manager, SEND IAS  Rachel Sadler, Youth Participation Lead  Rowan Westwood, West Sussex Parent Carer Forum  Francesca Cecil, West Sussex Parent Carer Forum  Sarah Albery, Assistant Head, Virtual School  Felicity Course,  Gillian Santi, School Governor  Tasha Brabon, Aspens  Nicola Hoyle, Sussex Community NHS Foundation Trust  David Crockford, Principal School Transport Officer  Hannah Delmar- Addy, Reaching Families  Sally Kean, Children’s Health Commissioner, Joint Commissioning Unit  Doug Thomas, Head Teacher, West Sussex Alternative Provision College  Sam Channon, Business Manager, West Sussex Alternative Provision College  Louise Fox, Head of Service, Family Support and Protection  Katie Tobin, Support Broker, Adult Services & Health  Majella Murphy, Team Manager, Lifelong Services  Lou Gatton (The Angmering School) and to join the board in Autumn 2022  Claire Lewis, SENCO at Georgian Gardens Primary School  Amy Osborne (Oriel) | |
|  |  | | **Action** |
| 1. | **Notes of previous meeting**  The notes of the last meeting were agreed as an accurate record.  **Matters arising**   * It was agreed that 4pm wasn’t an easy time for an in-person meeting and we agreed that the next meeting would revert to being in the morning. * Mike Smith, Karen Spencer and Eileen Darby were welcomed to the board. * We need to consider how issues raised at this board are reported to the SEND & Inclusion Strategy Board. | | HJ |
| 2. | **Updates**  **Comms to settings and families around EHCNAs**  These were reviewed by the group and were updated post-meeting. They have now been shared with schools. SENAT will start to use the Comms to parents along with the Letter 2 sent out by the Planning Co-ordinator at the start of the EHCNA process.  **Alternative provision**  Kate Watson has developed a checklist for schools to help them meet their commissioning responsibilities with regards to IAP.   * This is a focus area for Ofsted and the school has to be clear that the IAP is positively impacting outcomes for the child or young person. * It was confirmed that if a child or young person has an EHCP, the funding is left with the school, so it is their responsibility to monitor them. * With regards to Fresh Start, Eileen reported that she is rarely approached by school around safeguarding responsibilities. * All children and young people do need to be on roll and for those who do not have a school place, we are considering using the APC. We need to consider staff and funding implications at the APC.   + It was agreed that SEND IAS needs to be involved in the discussion around this.   **Transitions support**  The transitions advisors based in SENAT, who are supporting EHCP children move from primary to secondary school, have now completed the pilot year. The posts have been made permanent following the submitting of a business case proving how effective they have been. One post is recruited to and the second is currently vacant.  **Autism in Schools project**  Jane Crawford has agreed to attend the next SEND Partnership Board meeting.   * It would be useful to see how this feeds into work of Autism Partnership Board.  **Action:** Mike Smith to contact Jane. * Update on Autism Awareness Award (AAA) **Action:** Jessica Bubb to attend next meeting and update the group. * It would be useful for Claire Hayes to have an update around various projects such as Therapeutic Thinking, Autism in Schools etc for the Early Help Dedicated Schools Team. **Action:** Kathy to meet with Claire Hayes     **Special schools transitions evening**  There’s a concern that special schools invite several providers to these, which can lead to an expectation by parents that social services will pay for them. This can make it very difficult for Michelle Olden’s team. We need to think through how we can manage parental expectations.   * **Actions:**   + HJ and MO to discuss how to approach this with Special School heads.   + HJ to see if she can get this on the agenda of the Special Schools HTs Executive meeting so it can be discussed at a strategic level. | | HJ / HMc  MS  KL / CH  HJ / MO  HJ |
| 3. | **Reports from other teams**  See attached report cards. | |  |
| 4. | **How to involve young people in the work of the Partnership Board**  We have had a disappointing response to our initial attempt to set up a SEND Youth Board. We had one young person attend the on-line meeting and while this was useful, it wasn’t what we had hoped for.  Rachel S is moving into Voice and Participation Team.  Eileen Darby suggested it would be useful for us to contact the Student Execs Body from Chichester College Group.  **Action:** Rachel/Michael to speak to Eileen.  Mike Smith – It would be useful for Rachel Sadler to contact him to discuss how their Partnership Board is run. For example, it has Easy Read documents; if it were face to face, rooms would be set up cabaret style rather than a formal boardroom approach; they have made films of the actual sessions so that young people know what they are letting themselves in for.  **Action:**  Rachel to speak to Mike Smith. | | RS / MR-K / ED  RS / MS |
| 5. | **Your Voice Engagement Hub**  Helen Butcher led us through a demonstration of the Your Voice Engagement Hub, which is an engagement tool as well as a consultation tool.   * See WestSussBus for inspiration on what can be achieved via Your Voice * KK has set up a SEND Partnership Hub which will be useful for as a board to share information with colleagues from outside WSCC. This board area will remain private to us. **Action:** KK to send HB everyone’s email addresses and start the registration process so we can all access the SEND Partnership Hub. * Alongside this, we can develop a public domain where other people can leave feedback and participate in an on-line discussion forum. We can link to our other comms tools such as the Local Offer, Tools for Schools, the SEND & Inclusion Newsletter, etc.   + We know that there are negative comments left on external websites but we only know about this when parents tell us. It might be better for us to be able to respond to some of the negativity.   + There is a danger that we engage with the same people all of the time. This could help us reach other families.   + Young people tend to prefer this more interactive way of communicating. We could perhaps offer to train a young person to manage a discussion form as part of a collaborative group. | | KK |
| 6. | 17 January 2023 – focus on learning from Autism in Schools project, Implementation Plan  2 March 2023 – focus on preparation for employment  26 April 2023 – focus on emotional health and wellbeing  28 June 2023 – focus on Annual Reviews | |  |