

Minutes

Special Educational Needs and Disabilities (SEND) PARTNERSHIP BOARD

Thursday 20th June 2019

10.00am-11.30am, Training Room, POINT Offices, Ground Floor, Chadderton Court, 451
Middleton Road, Oldham, OL9 9LB

Present:	
Cllr Shaid Mushtaq (SM) (<i>Chair</i>)	Oldham Council, Cabinet Member, Education & Skills
Helen Lockwood (HL)	Oldham Council Deputy Chief Executive, People & Place
Claire Smith (CS)	NHS/CCG Exec Nurse
Andrew Sutherland (AS)	Oldham Council Education and Early Years services.
Merlin Joseph (MJ)	Oldham Council Children's services
Shirley Woods-Gallagher (SWG)	Oldham Council AD of Education SEND
Andrew Robison (AR)	Oldham Parent Carer Forum, POINT Chief Executive
Jayne Ratcliffe (JR)	Oldham Council Adult Social Care Services
Kerrie Scraton (KS)	Oldham Council Children's Operations Manager
Siobhan Ebdon (SE)	Pennine Care NHS Foundation Trust
Charlotte Walker (CW)	Oldham Council Adult Social Care Services
Shoukat Ali (SA)	Oldham Council Transformation PMO
Helen Hampson (HH)	Primary Schools Sector
Craig Slater (CS)	Parent Rep
Stephanie Thornton (ST)	Oldham Council Transformation PMO
Apologies:	
Janet Wray (JW)	NHS/CCG Nurse Cons; Designated Clinical Officer
Matthew Milburn (MM)	Secondary Schools Sector
Anne Redmond (ARe)	Special Schools
Karen Worthington (KW)	Bridgewater Community Healthcare
Mark Warren (MW)	Oldham Council Adult Social Care Services
Karen Maneely (KM)	PCFT
Alun Francis (AF)	Further Education (Oldham College)
Debra Woodruff (DW)	Further Education (Oldham College)
Katrina Stephens (KS)	Oldham Council Public Health services.
Steph Bolshaw (SB)	Positive Steps
Invitees:	
Adam Kellett (AK) - for item 3	Oldham Council Education Performance and Quality
Ed Francis (EF) – for item 5a	Oldham Council Assistant Director Safeguarding and Partnerships

1	Welcome, Introductions and Apologies SM welcomed everyone to the meeting and introductions were done by all. Apologies were noted.
2	Minutes of the last PB meeting held Thurs 26 April 19

2a Accuracy and any matters arising

Draft v1 of the minutes of the last Board meeting held 26/04/19 agreed. There were no matters arising.

2b Updates on actions (Actions Log)

Review of outstanding actions not covered in agenda items for this Board meeting undertaken. Key updates provided:

- Maintenance of documents within the WSOA Tracker; HL reported that a discussion has taken place at TAB around the maintenance of documents within the WSOA tracker moving forward and how we brief/ communicate these documents to new staff. It was suggested that this would need to be part of the work/ approach around Workforce Development and that Organisational Development should have been engaged in initial discussions. MJ suggested the idea of SEND on a page to lay out key messages. ARob asked if this could include links to key documents. Agreed that this would need to cover a range of services and partner agencies and that the messaging would need to be consistent for all. **SA to add Workforce Development to a TAB agenda to discuss/ progress further.**

3 Performance and Data Dashboard

SEND Data Dashboard; and Analysis/ deep dive on key data sets:

AK provided high-level summary on key analysis/deep dives undertaken on current data/info in the SEND Dashboard (circulated).

Board members noted contents of summary narratives and discussed current data/information. Key points of summary/discussion noted:

- We are currently at around 98% for Timeliness of EHC Plans which is positive.
- SEN2 data has now been published allowing us to compare 2018 data with statistical neighbours. This is highlighting a more broad drop in timeliness figures across the board.
- Currently we are showing good system health in terms of data.
- The number of EHCP Live Assessments is showing an improvement in that people are now moving through the system in a more timely way.
- Further analysis of the Local Offer will be undertaken to analyse how it is being used and accessed by users with a view for further improvements.
- There is currently an exercise underway to import schools census data in to systems.
- There has been a spike in fixed term exclusions which is being explored.
- A validation exercise is being carried out with data from Mosaic and Synergy, in the way we report information around Social Care, Early Help and Short Breaks.

SM asked if there is a way to determine the level of engagement based on what particular pages and services are accessed via the Local Offer. AK advised that it is difficult to attribute the data being collected to particular services as this cannot be captured through website hits.

4 Ofsted/ CQC SEND Revisit Preparation

4a Updated Written Statement of Action on Local Offer (for info)

SA updated that in light of all feedback received to date the Written Statement of Action has been updated (circulated) and that this is now available to view on the Local Offer.

4b Oldham SEND Self-Review Document

AS highlighted that the WSOA Progress and Evidence Tracker presented at the previous Board (26/04/19) will be for internal use to continue to capture progress and evidence documents and impacts. Also that there is now a SEND Self-Review document in place.

The SEND Self-Review document (circulated) was presented to the Board. AS highlighted that the document shows the narrative and impact of changes made relating to SEND following the Ofsted Inspection in 2017 and that this will be used as referenc as part of the revisit. The following points were noted:

- Feedback has now been received from schools around the new transport offer with no areas of concern being flagged. HH highlighted that the increase in take up of transport maybe linked to the revised Transport Policy.

- There is still work needed around EHC Plans, with the number of requests rising and an increase in complexity. SWG advised that the EHC Team are looking to create lean systems, with a focus on maximising efficiency in the process.
- Steady progress is being made around short breaks.
- Data sets are now more robust, with data being available across all SEND areas.
- The next phase following the close of the WSOA will be focusing on the priority areas within the Development Plan being developed as part of the SEND Inclusion Strategy.
- Further work is being planned around Workforce Development for across the Partnership

A discussion took place around budgets in relation to SEND and whether these are in need of review. AS advised that a wider conversation would be needed around this in light of a number of key reviews currently taking place i.e. High Needs Block

SM asked the Board if they felt that the Partnership had moved forward on SEND since the last Inspection in 2017. Partners were positive around changes made within SEND Services and in Partnership working with the acknowledgement that this is an ongoing improvement process. ARob highlighted that feedback may be different from parents/carers depending on the timing of their engagement with services and outcome experienced.

4c SEN2 Data Submission

SWG advised that the SEN2 data for Oldham has now been published for January – December 2018. A narrative has been provided to the DfE on the figures. It is recognised that all plans were transferred however timeliness was low. It was noted that there has also been a drop in the timeliness figures for all statistical neighbours.

5 Quality Assurance

5a Integrated Commissioning in SEND position/ ToRs for IC Group

EF provided an update on the approach and revised ToRs (circulated) for the Integrated Commissioning Workstream. The following was noted:

- The Integrated Commissioning T&F Workstream is to be refocused and repurposed.
- The approach to joint commissioning was summarised and highlighted the creation of an integrated commissioning team within Oldham Cares and the production of the SEND JSNA.
- The New Oldham Children and Young People's Strategic Alliance Board will be included in the new governance structure alongside the existing SEND Partnership Board and Health & Wellbeing Board.
- A range of next steps for further integration have been identified including the production of a new joint commissioning strategy for SEND and a focus in response to the key priorities identified through the JSNA.
- The Board agreed the revised ToRs for the T&F Workstream and noted the proposed approach and next steps.

5b Quality Assurance and Learning Framework

KS provided overview on the overarching Children's Services Quality Assurance and Learning Framework circulated to the Board for review and comment. SWG also advised that a SEND Quality Assurance Framework is currently being finalised and will be taken to TAB for review prior to wider circulation. **PB members were requested to review the draft Children's Services Quality Assurance and Learning Framework and forward any comments to KS by 28th June 19.**

5c Annual Review Strategic Plan

SWG provided overview on the draft of the Annual Review Strategic Plan circulated to the Board for review and comment. SWG advised that comments already received from POINT will be reviewed and included in the update of the document. **PB members were requested to review the draft Annual Review Strategic Plan and forward any comments to SWG by 28th June 19.**

5d SEND JSNA

	<p>SWG provided an overview of the draft SEND JSNA was circulated to the Board for review and comment. Highlighted that once finalised this JSNA will be used by the Commissioning groups to forward plan activity and service provision. SM asked if the current document has been through any form of peer review, SWG highlighted that the draft document has been based around good practice. PB members were requested to review the SEND JSNA and forward any comments to SWG by 28th June 19.</p>
6	<p>SEND Inclusion Strategy and Development Plan</p> <p><u>6a) Outcomes from SEND in Oldham Partnership Dev Day 9/5/19</u> AS highlighted that good feedback has been received already from the SEND in Oldham Partnership Development Day, with a SENCO development day also being held to help shape and inform the Strategy and Development Plan. Noted that these will be brought to the Board for review and input when ready.</p> <p><u>6b) Update on draft Inclusion Strategy/ Development Plan</u> AS reported that following the SEND in Oldham Partnership Development Day feedback received is being incorporated in to the drafting of SEND Inclusion Strategy and Development Plan. The draft of these are due to be taken to TAB at the end of June 19 for further review prior to the Management Group and Partnership Board.</p>
7	<p>Communication/ Engagement</p> <p><u>7a) Feedback on SEND in Oldham Briefings held 13/06/19</u> AS reported that the briefing sessions were well attended by a wide range of staff across the Partnership. There is a feeling that we are now communicating key messages around the improvement journey more widely. ARob highlighted that he has received feedback from the Q&A sessions held as part of the briefing and needed to pick up a discussion around Short Breaks provision separately with TAB. MJ also agreed that a separate discussion is needed at TAB on engagement with parents over the summer break.</p> <p><u>7b) SEND Partnership Day proposed for 11/07/19</u> AS reported that a save the date has now gone out to parents, carers and young people for a SEND Partnership Event to be held on 11/07/19. This event will focus on feedback from parents, carers and young people around the SEND Improvement Journey.</p>
8	<p>Progress of SEND Management Group and T&F Workstreams incl. review of Leads/ Governance</p> <p>MJ advised that following the closure of the WSOA and the establishment of the Children and Young People Strategic Alliance the current leads and ToRs for the T&F Workstreams are to be reviewed and refreshed. SA is to add the review of the T&F Workstream Leads to a TAB agenda for consideration</p>
9	<p>Any Other Business</p> <p><u>9a) Establishment of the Child and Young People Strategic Alliance</u> This was covered under item 8 of the agenda</p> <p><u>9b) GM SEND – Key Updates</u> SWG provided an update on key current GM SEND activities. SWG is to arrange a meeting with SM to provide an overview on all GM SEND activities.</p>
	<p>Date of next meeting: Thursday 19th September 2019, 9.30am – 11.30am, Meeting Room D/E, Level 4, Civic Centre</p>