

SEND Strategy Governance Board Notes

Tuesday 15 November 2022, 11:00 - 13:00

Microsoft Teams

Chair: Roz Pither (RPi) / **Notes:** Jan Walls (JW)

Attendees: Alison Jeffrey (AJe), Elizabeth Funge (EF), Nathan Caine (NC), Holly Riley-Saxby (HRS), Caroline Tozzi (CT), Nathan Caine (NC), Cllr Bob Standley (cBS), Sally Polanski (SP), Emma Buggy (EB), Meg Best supporting 2 members of the Young Ambassadors group (MB), Alex and Sam (Al and Sm), Louise Moor (LM), Jessica Stubbings (JS)

Apologies: Helen Diplock (HD), Rebecca Conroy (RC), Chrys Poulikas (CP)

Newly confirmed: Kirsty Prawanna (KP), Ann Marie Waite (AMW)

Apologies to Sam Lawson who joined virtually but were unable to establish useful audio access

Social Care representative - Children's Services are actively pursuing a named representative

See [roles, organisations and representation](#).

1. Welcome and introductions

Roz Pither (RPi) welcomed the Board, introduced the agenda and asked the group to take part in an activity. Board members has 6 stickers (votes) to use as they wished to identify the most vital words, from a list of key phrases within the strategy and from conversations Roz had with stakeholders in connection with the work of the Board.

- Ambitious for children & young people (7)
- Listening (2)
- **Having an impact (12)**
- Inclusion (4)
- **Working together (11)**
- **Holding to account for delivery and high quality (11)**
- Links and engagement (0)
- Meaningful evidence (0)
- Clarity (1)
- Honest (6)
- Safe (2)
- Positive (7)

The Board introduced themselves to each other during this exercise.

ACTION: Secretariat - the three top scoring phrases will be referenced and on display for each meeting

2. Previous actions

The Board had reviewed the minutes from the last meeting (20 September 2022). The Board agreed all actions were complete and no amendments were needed.

3. Term of Reference (how the Board will work together)

The welcome activity has identified great words / phrases for the job of the Board.

The Board read the Terms of Reference (ToR) before the meeting. Roz explained that some further changes had been made in response to feedback. The members of the Board discussed the following:

Purpose

- The purpose seems right and well worded, however the Board can only work within the 'gift' (scope) of the system (organisations) including the legal / statutory responsibilities and parameters- it cannot for example require actions from organisations or direct schools, but it can advise and recommend through agreed consensus, and influence and shape through member roles and responsibilities
- Add to ToR - Board need to be ambitious - whilst considering stat responsibilities (**ACTION: secretariat / Chair to amend ToR - complete**)

Quoracy (the minimum representation and number for a meeting to go ahead)

The ToR will be updated to reflect:

- Over 50% of the Board total membership
- Education can be represented by at least 2 members from either early years, primary, secondary, Further Education or Special schools
- One Health representative (Designated Medical Officer/Strategic Commissioner)
- Parent carers should be represented by at least 1 representative
- Children and Young people should be represented by at least 1 representative

Making decisions

- The ToR should define what decisions the Board can make
- The decisions the Board can take should reflect what the representatives have influence over
 - The Board can express views
 - The Board can advise / Make recommendations
 - The Board can explore, scrutinise reports and evidence, and offer ideas and help
 - The Board can request evidence to support recommendations
 - The Board does not have power to direct organisations
 - The Board should listen to and hear different points of view
 - The Board will link to groups where they have influence
- Although in the September meeting a vote was called to reach a decision, concern was raised that a vote might not provide enough detail about areas of difference or disagreement, might deflect from problem solving work, and it would be important for the Board to explore disagreements to understand the varied points of view - This is a strength of the Board
- The action tracker will hold the Board to account and those actions will help the Board to stay focused and make progress
- An escalation process may not be useful if it delays progress by assigning action to others who are not on the Board.

- Escalation should be made when sensible and reasonable to do so- the joint commissioning group sits alongside the Board, the Governance chart will reflect the strategic groups linked to the Board (**Action: Amend ToR - complete**)
- When decisions are made, we need to discuss and gather a consensus to agree next steps or outcomes. (**Action: Secretariat remove decision flowchart from ToR complete**)

Reference group membership

- Therapies and Paediatrics could be summarised as Health providers (**ACTION: Secretariat Amend ToR - complete**)
- Short breaks = commissioning lead (**ACTION: Secretariat ToR - complete**)
- Educational Psychology Service is part of ISEND and will be cited within ISEND box (**ACTION: Secretariat Amend ToR complete**)
- Early Years hubs need to be within reference group organisation

ACTION: Early Years members to explore how best to access EY hubs to support communications about the Strategy and the work of the Board

ACTION: Reference Group invitations to be issued (**in progress**)

4. SEND Strategy (status and consultation)

Jessica Stubbings (Head of Education: Participation and Planning) joined the Board to summarise the:

- The Public consultation process, where we asked people for their views of the strategy priorities (63 responses). The themes and subsequent actions were summarised for the Board
 - A report will be produced and shared on the Local Offer website
 - Embedded links and video in the strategy will be part of the published strategy (21 November go live date)
- The launch plan for the strategy
 - Social media posts / comms events and a virtual launch by the end of December 2022
 - A launch for children and young people by children and young people by the end of January 2023
- The implementation of the strategy through an action plan called the 'Inclusion Plan'
 - A multi-agency group will provide highlight reports via priority leads, and a data dashboard (the Board will decide what they need to see in the dashboard - a draft will be ready for the February meeting)

The discussions following the presentation included:

ESPCF ran a poll alongside the consultation. Parent carers identified gaps which were seen as important to a full strategy as well as the priorities which have been identified. Parent Carers fed back that they didn't have time to read the full document and therefore could not fully engage. The ESPCF and Local Authority Officers are working on lessons learned to improve coproduction in the future, this reflection on the strategy development process will help when we need to produce the next one (or other similar work).

The Young Ambassadors are working on a top tips resource to help with young people engagement and involvement.

The Board was asked to note the ESPCF reservations as well as the recognition that the final strategy does reflect improved partnership working and a commitment to keep working together towards full coproduction, and the importance of now delivering an action plan.

The Strategy will need more mention of Early Years and into school transition- unless this is assumed within the school references. **Action** = Jessica Stubbings to review with EY leads (complete)

The Strategy won't cover everything, but ongoing engagement and ongoing dialogue will be open to invite all views and keep the strategy evolving. This will very much include children, young people and parent carers who are also represented on the action plan groups.

One of the young people advised simplifying but not cutting down on detail= it's a balancing act.

When asked if the strategy could, now, be published, Board members in agreement that publication was needed and that the focus needed to move towards implementation and action.

The Board welcomed the proposal to bring highlight reports on each priority to the next meeting and suggested that the group could take a detailed look into specific priorities or aspects. The following interests or lines of enquiry were given as examples:

- Does the data we have tell us what we think it does?
- Is lived experience part of the evidence?
- What's worked well and why, and how do we know?
- This was difficult because?
- What's stopped it working like you hoped and can the Board help?
- How widespread is the take up e.g., of mental health support service in schools
- Have you got an example of good practice?
- What's your back stop plan if things really don't move or change?

Action- JS/NC to request development of action plan and highlight reports from working group to be provided for future meetings. Opportunity to be provided for deep dive into at least 2 priorities. Priority leads to be advised and at least two leads to be invited to share their area in more detail (the format of these is to be agreed). The Priority leads to be advised of the lines of enquiry identified by the Board.

5. Communications

A page on the Local Offer has been developed to provide updates from the Board. Children and young people have been asked to create the graphics for the page.

It was suggested that simple summary statements from each meeting be added to the Local Offer page about the Board (**Action:** Chair and Supporting Officer). The Board discussed more transparent communications to include:

- Notes from each meeting as a summary of the discussions, actions and decisions.
- Concerns were voiced about the Board members being able to express different views and explore different viewpoints. **Action:** ALL Notes will be approved by board members before being uploaded to the Local Offer website.
- The notes cannot include sensitive information (e.g., commercially sensitive, such as contract developments)

The statements issued for the November meeting will be:

- We discussed what goes into our Terms of Reference - this is a document that explains how we will work together

- We discussed whether the Strategy is ready for publication. The Board supported the plan to launch the strategy which will take the Board on to the next phase - making sure the priorities in the strategy are delivered
- We discussed how communications from the Board would be shared:
 - A simple update on a main page about the Board on the Local Offer website
 - Information shared across networks and groups with the help of the Board membership and the supporting Reference Group

DECISION: Summary notes and key highlights (as described above) to be published to the Local Offer page (**Action-** LA officers to finalise website page about the Board and Young Ambassadors to advise on the opening graphic illustrating multi-agency working)

Admin updates:

ACTION: Secretariat to add slides to SharePoint for all - **complete**.

ACTION: Share previous notes with young people. Meg Best will forward all notes and gather emails so permission can be granted to SharePoint - **complete**

Any Other Business (AOB)

Thanks were extended (AJ) to all those who attended.

Future meetings

9 February 2023 (10:00 - 12:30 in-person - Eastbourne Academy TBC)

8 June 2023 (13:00 - 15:30 in-person - The Turing School TBC - after school timing could be considered)

Role, organisation and representation

Name	Representing	Role
Roz Pither	Independent Chair	SEND Consultant / Independent Chair
Alison Jeffery	Children’s Service	Director Children’s Services, ESCC
Councillor Bob Standley	ESCC Council	Lead member Education & Inclusion, ESCC
Holly Riley -Saxby	Parents and Carers	Chair of East Sussex Parent-Carer Forum
Alex	Young People	Attends mainstream school in Eastbourne
Sam	Young People	Attends mainstream school in Eastbourne
Nathan Caine	Education and ISEND	Head of Education - SEND and Safeguarding
TBC	Children’s Disability Services	Strategic Lead for Children’s Disability, ESCC
Caroline Tozzi	Health Services	Joint Director of Commissioning for CYP
Chrys Poullikas	Health Services	Designated Medical Officer (DMO)
Kirsty Prawanna	Special Schools	Headteacher
Rebecca Conroy	FE sector	Principal of East Sussex College Group

Sally Pollanski	Voluntary and Community Sector	CEO of Amaze
Louise Moor	Primary schools	Deputy Headteacher, Little Common School
Ann Marie Waite	Secondary schools	Deputy Headteacher, Peacehaven Community School
Sam Lawson	Early Years provider (Shared membership)	SENCo Groombridge Pre-school
Emma Buggy	Early Years provider (Shared membership)	Director - Artemis Nurseries
Jan Walls	Secretariat	Secretariat
In cc / optional attendance		
Elizabeth Funge	<i>Children's Service</i>	<i>Assistant Director, Education, ESCC</i>