

Lancashire SEND Partnership Board Meeting

16th September 2019, 2.00 – 4.00pm

The Jack McLaughlin Centre, Corpus Christi High School, Preston

Attendees, Board members:

Julie Higgins, Joint Chief Officer with responsibility for SEND, BwD and East Lancs Clinical Commissioning Group (Vice Chair)

Nicola Askew, Acute Health Representative

Jo Bebbington, Parent, Carer

Sarah Callaghan, Director of Education and Skills, Lancashire County Council

Debbie Duffell, Head of Service Children and Family Wellbeing, Lancashire County Council

Tara Entwistle, Early Years Representative

Tricia Farey, Parent, Carer

Hilary Fordham, Chief Operating Officer, NHS Morecambe Bay Clinical Commissioning Group

Fiona Grieveson, Lancashire Special Schools Head Teachers Association

Charlotte Hammond, Head of Service Learning Disabilities, Autism and Mental Health, Lancashire County Council

Sam Jones, Chair of the Lancashire Parent, Carer Forum

Sakthi Karunanithi, Director of Public Health and Wellbeing

Michelle Howard, The Lancashire Colleges

Dr Maria Hall, Community Health Representative

Kate Reddy, Parent Carer

Sally Richardson, Head of Inclusion Service, Lancashire County Council

Evie Smith, Young person from Lancashire Youth Council

In attendance:

Diane Booth, Lancashire SEND Senior Manager

Deborah Gent, Policy Information and Commissioning Senior Manager, Lancashire County Council

Helen Makinson, SEND Partnership Project Lead

Lynda Jayne Price, Transitions Consultant

Gavin Redhead, Strategy Lead for Participation, Young People, Lancashire County Council

Sian Rees, SEND Improvement Partner

Linda Taylor, Policy Information and Commissioning Manager, Lancashire County Council

Caroline Waddington, Senior Programme Manager, NHS

Apologies:

Edwina Grant OBE, Executive Director of Education and Children's Services, Lancashire County Council (Chair)

Lynne Blomley, Lancashire Association Secondary Schools Head Teachers

Dave Carr, Head of Service Policy, Information and Commissioning, Policy, Information and Commissioning, Lancashire County Council

Matthew Fisher, Young person from POWAR

Anne Hardman, Designated Clinical Officer, South Area

Helen Lynch, Mental Health Representative

Steve Belbin, Head of Service, Education Quality and Performance, Lancashire County Council

Tina Wilkinson, Primary Heads in Lancashire

Notes of the meeting:

1. Introductions, welcome new members, apologies

Julie Higgins welcomed members to the SEND Partnership Board and noted she was chairing the Board meeting in Edwina Grant's absence. Julie Higgins extended a particular welcome to County Councillor Rear and Sarah Callaghan, Director of Education and Skills for Lancashire County Council, who were attending the Board for the first time. Sarah Callaghan introduced herself, noting that the Inclusion service is within her area of responsibility and ensuring improvements for SEND young people and their families is one of her top priorities. Apologies were noted.

2. Notes from the meeting 3 June

The Board agreed the notes of the last meeting as a correct record. Helen Makinson advised that actions from the last meeting, with updated progress, were included within the Board papers. All actions were complete or to be considered as part of the agenda.

3. Preparation for Inspection

Julie Higgins introduced the first presentation on Preparation for Inspection, noting that Ofsted's revisit is now imminent and being as prepared as possible is very important.

Sian Rees presented on activity to support the inspection revisit. The inspection will assess how well the local area is working together to meet the needs of children and young people, to secure positive outcomes and to deliver the SEND reforms.

The inspection will determine if Lancashire has made sufficient progress in the 12 areas of significant weakness identified by the November 2017 inspection. The revisit is expected before **25 October 2019** and will likely involve four days on site. There will be 10 working days' notice provided and the inspection team is expected to comprise of similar members to the November 2017 team. Sian Rees stressed that the revisit is a local area inspection of **all** partners.

The SEND Partnership has produced a self-assessment which includes the current position and priorities across the 12 areas of weakness. The presentation included a brief statement for each area on the current position to date.

The DfE/NHSE provided feedback on the SEND Partnership's progress at the last review meeting on 19 August 2019 and advised on creating formal plans for areas where progress/pace has been more limited. The following five areas have been identified as requiring accelerated progress plans: Improving Quality of EHCP's, Information about the Local Offer, Implementing Neuro-development Pathway, Improving Education Outcomes and Transition arrangements. These items to be considered later on the agenda.

Sian Rees outlined the role of the Board to contribute to discussion with Ofsted, be clear about the strengths, weaknesses and progress to date, know the self-assessment and be able to share examples.

Following the Board meeting a number of inspection documents will be circulated; the self-assessment (dated with a note to confirm this is a live document), a progress summary flyer and an inspection expectations flyer.

Action 1 – Circulate inspection documents including Board presentation

All inspection information will be sent from the SEND partnership inspection mailbox and Board members were asked to prioritise any messages received from this mailbox.

Action 2 – All to look out for messages from: sendpartnershipinspection@lancashire.gov.uk

Sakthi Karunanithi queried what sufficient progress looks like and Sian Rees outlined that this will certainly include being able to evidence impact on children, young people and their families.

Sarah Callaghan noted that an operations group has been established and will be overseeing the delivery of the Improvement Plan and accelerated progress plans. This additional level of accountability will provide greater scrutiny and escalate activity to the Board where required.

Action 3 – Receive and agree Operations Group Terms of Reference at the next Board meeting

Julie Higgins shared her experience of the Blackburn with Darwen's SEND review, noting that within the feedback, partners working together was one of the biggest positives along with the sense of joint leadership.

Action 4 – Final comments on self-assessment to be received by 20 September

4. Partnership Progress

An updated SEND Improvement Plan was included with the Board papers for information. A summary slide on progress to date outlined that of the total 94 actions; 10 are delayed, 28 completed, 45 in progress and 11 not started (due to longer timelines).

Each of the four thematic leads presented on their area of the improvement plan, this included an exception report for each theme along with either an accompanying accelerated progress plan or a presentation.

a) Meeting Need

Sally Richardson presented the Meeting Need exception report which included three delayed actions; activity to recover these actions is detailed within the exception report. It was noted that all delays are expected to be delivered during October 2019.

Sally Richardson then presented the accelerated plan to improve the quality of EHCPs. It was noted that assessing the quality of plans has been limited due to the number of audits completed. More auditors are needed and a request for support in auditing has been made to Children's Social Care, and another request will go to schools. It was noted that auditors have reported the training helpful in their wider roles.

To accelerate progress in this work Cordis Bright consultancy has been engaged to undertake a diagnostic review of at least 30 audits; another consultant is considering transition planning.

Activity to improve the quality of plans is underway including; mechanisms to feedback through senior management team, joint training with DCOs and training with schools to improve advice. Additionally, plans are submitted to the DfE quarterly and the latest review noted a significant improvement to previous submissions. Sally Richardson confirmed that there is progress, however the challenge will be improving the quality of existing plans. This will be done through the annual review process. Fiona Grieveson commented that she has recently experienced positive improvements with the review process.

Sakthi Karunanithi noted that some of the figures within the accelerated plan and the self-assessment concerning audit results don't correlate. This was due to timing of documents being prepared and would be addressed.

Action 5 – Review audit data within self-assessment and accelerated plan

A discussion took place around the improvement activity taking place and it was agreed that the accelerated plan be restructured to cover; standards, transparency, training, auditing and feedback.

Action 6– Restructure Meeting Need accelerated plan

b) Equal Partners

Sam Jones presented the Equal Partners theme, reporting that the one significant delay is the launch of the local offer website. The production of the website is underway and will be launched on 7th October. The SEND Partnership has not yet identified a resource to maintain the communication mediums, including the local offer site and Sam Jones requested Board approval to do this. It was agreed that the Operations Group will prepare a proposal for the November Board to ensure this will be managed and funded going forward.

Action 7 – Draft proposal for communications/local offer maintenance for Board approval

c) Accessible Services

Hilary Fordham introduced a presentation on the Neuro-developmental pathway. The purpose of the presentation was to update on progress on the pathway, recognise the work that has been achieved and regain commitment from all partners across education, health and social care. Hilary Fordham also noted that an accelerated plan for this area will be taken to the next Operations Group and shared at the November Board.

Action 8 – Produce Neuro-developmental pathway accelerated plan

Dr Maria Hall presented on pathway activity, current work includes; preparing resources, a 7 minute briefing document, gap analysis, referral forms, addressing concerns raised through parent, carer workshop and arranging further engagement with young people from POWAR.

Next steps will involve further liaison with education colleagues, CAMHS Re-Design and LD Transformation programmes, engagement with the Parent Carer Forum regarding developing

a directory of support services as part of the local offer, identification of KPIs and outcomes and establishing a governance steering group.

The implementation deadline is July 2020, with the aim for a phased introduction from December 2019.

Hilary Fordham noted that this is a multi-professional pathway and it is important for education partners to be part of the process; she requested re-commitment from all partners. Sally Richardson confirmed that the Inclusion Service will support this process and will aim to work together as efficiently as possible to avoid duplication.

Fiona Grieveson asked whether the 7 minute briefing had been circulated to schools. This hasn't yet happened as the briefing requires adjustment before sharing more widely. Caroline Waddington confirmed that a version for schools and colleges will be produced.

Action 9 – Prepare 7 minute briefing for different audiences and circulate

The Board discussed addressing need and accessing support from different services, and ideally capturing information to do this once. Sarah Callaghan commented that the needs led approach of the neurodevelopmental pathway is reflective of the ambitions of the SEND reforms and adopting this approach across all areas will help secure improvement. It was agreed that the Operations Group would consider the links to connect the pathway into wider communications and thresholds.

Action 10 – Operations Group agenda item on Neurodevelopmental pathway links

d) Achieving Success

Sarah Callaghan presented the Achieving Success theme of the Improvement Plan. To begin it was noted that Lancashire's educational performance for children and young people with SEND is lower than national performance at all key stages, however there is evidence of improvement and narrowing the gap has been identified as a key target.

An accelerated plan for Educational Outcomes had been produced. Actions include adapting the role of the school advisory service. Autumn Term visits by advisers in all phases will have a focus on the achievement of pupils with SEN and governors will be made fully aware of challenges and provided with support in carrying out their role in holding senior leaders to account for pupil progress. Targeted actions will take place in identified districts to support areas where outcomes are lower and best practice will be shared so local areas have a clearer understanding of local issues and barriers and can support each other in raising attainment.

A draft SEND strategy covering behaviour and with a focus on achievement will be shared at the next Operations Group and the November Board for final sign off. Sam Jones' support was requested to ensure the strategy is fully reflective of parent, carers voice.

Action 11 – Engage parent, carers in the draft Educational Outcomes strategy

Jo Bebbington expressed concerns that there is little emphasis on preparing for adulthood which for parents is a very concerning issue. Jo Bebbington also queried the measures within the plan; NEET measures 16/17 year olds but there is no information on how young people progress beyond 25. Sarah Callaghan agreed that preparing for adulthood is an important area and that effective transition arrangements should be considered much earlier. Diane Booth noted that the next item will cover this area and it was agreed to hold this discussion until after the transition presentation.

e) Transition Arrangements

Diane Booth delivered a presentation on transition arrangements covering; key actions to date, different levels of work and NICE guidance. The main concerns centred on the lack of a joined-up approach to transition across the SEND Partnership with several transition groups operating and lack of clear oversight. The Board was asked to address improvement in transition arrangements in a coherent way by progressing all current work through **one** group. A lead for this group will need to be identified and reporting agreed.

The Board agreed that all improvement work should be managed under one group with smaller working groups if required to ensure coherence. The overarching group will focus on Preparing for Adulthood. The importance of ensuring all groups are represented by a range of partners was noted.

It was agreed that the Operations Group will determine the lead for the Preparing for Adulthood Group and identify required sub-groups.

Action 12– Operation Group to determine Preparing for Adulthood lead and required sub-groups and report on progress to November Board

5. Business Items

Sam Jones presented the Lancashire SEND Partnership Ways of Working protocol. This has been developed through the Communications and Engagement working group to set guidelines for how all partners will engage as part of the SEND Partnership. The Board was requested to approve the protocol. This was approved with one amendment to the final bullet point on page 1.

Action 13– Amend Ways of Working, publish on Partnership website and share with all partners

6. Confidentiality

Julie Higgins asked the Board if any items from the meeting were to be noted as confidential. The self-assessment will remain confidential until the next dated document is distributed.

Michelle Howard queried what information can be shared from the meeting. It was advised that the notes of the meeting are published online and can be shared. Sian Rees confirmed that unless stated to be confidential all items can be shared as appropriate.

7. Forward Planner and Close

Julie Higgins drew attention to the forward planner included with the Board papers. This will be updated based on discussion at the Board.

Action 14– Update forward planner

Julie Higgins thanked Board members for their attendance and closed the meeting.

Dates and times of future meetings

Future meeting dates and times confirmed below. All meetings to be held at The Jack McLaughlin Centre, Corpus Christi Catholic High School, St. Vincent's Road, Fulwood, Preston, PR2 8QY.

- 14/11/19 10.30-12.30pm
- 16/1/20 10.30-12.30pm

Action Summary

Agenda Item	Actions from meeting		Who	When	Progress
3. Preparation for Inspection	1	Circulate inspection documents including Board presentation	Helen Makinson	25/9/19	Complete- email sent 25/9/19
3. Preparation for Inspection	2	All to look out for messages from: sendpartnershipinspection@lancashire.gov.uk	All	Ongoing	Ongoing
3. Preparation for Inspection	3	Receive and agree Operations Group Terms of Reference at the next Board meeting	Helen Makinson	14/11/19	Agenda item on November Board
3. Preparation for Inspection	4	Final comments on self-assessment to be received by 20 September	All	20/9/19	Complete
4. Partnership Progress	5	Review audit data within self-assessment and accelerated plan	Sally Richardson	27/9/19	To be amended within next self-assessment draft
4. Partnership Progress	6	Restructure Meeting Need accelerated plan	Sally Richardson	3/10/19	For review at Operations Group 4/10/19 meeting
4. Partnership Progress	7	Draft proposal for communications/local offer maintenance for Board approval	Operations Group	3/10/19	Agenda item on 3/10/19 Operations Group
4. Partnership Progress	8	Produce Neuro-developmental pathway accelerated plan	Hilary Fordham	20/9/19	Complete
4. Partnership Progress	9	Prepare 7 minute briefing for different audiences and circulate	Caroline Waddington	11/10/19	Will be circulated through appropriate channels once available
4. Partnership Progress	10	Operations Group agenda item on Neurodevelopmental pathway links	Operations Group	3/10/19	Agenda item on 3/10/19 Operations Group

4. Partnership Progress	11	Engage parent, carers in the draft Educational Outcomes strategy	Sarah Callaghan, Sam Jones	4/10/19	Parental voice to be included in strategy
4. Partnership Progress	12	Operations Group to determine Preparing for Adulthood lead and required sub-groups and report on progress to November Board	Operations Group	14/11/19	Agenda item on 3/10/19 Operations Group and November Board
5. Business Items	13	Amend Ways of Working, publish on Partnership website and share with all partners	Helen Makinson	4/10/19	Protocol amended and will be available online.
7. Forward Planner and Close	14	Update forward planner	Helen Makinson	4/10/19	Amended based upon Board discussion. Will be shared with Board papers