 **S.E.19 SEND Operational Managers Group**

**6th July 2023**

**12:00 to 13:30**

**Via Teams**

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| **Name** | **Local Authority** |
| **Attendees** |
| Allyson Tranter | Milton Keynes |
| Alistair Hines  | Hampshire |
| Laura Mongey  | Surrey |
| Maria Halford | Kent  |
| Maggie Buckley | Brighter Futures for Children |
| Claire Campling  | Hampshire  |
| Sue Gibbons  | NHS, Kent and Medway |
| Karen Spencer (Chair) | West Sussex |
| Sheelagh Sullivan | SE19 Region SEND Network Co-ordinator  |
| Becky Smith | SE19 Regional SEND Support |

**Apologies:** David Griffiths, Lorraine Rumary, Catherine Clarke, Sharon Willis, Kathrine Everett, Nick King, Kelly Nash, Hayley Nowley, Linda Orr, Liz Bone,

**Notes of meeting**

1. **Notes from last meeting and matters arising**

Actions from the previous meeting were reviewed;

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| **Group to continue to share their data re tribunals and EOTAS.** |
| Action continued.  |
| **Group to continue to share good practice around QA training.** |
| Invision 360 – QA  |
| **MOU Group to agree to organise meeting liaising with Sheelagh to attend to capture amendments and MOU to be agreed as a region** |
| Action continued.MOU to be circulated to the group with a deadline for August to review. Item to be included in next meeting agenda to highlight any requests for amendments before sharing with Strategic Leads and DCSs |
| **Oxfordshire to share letter sent to SENDIST re timescales with Sheelagh to tweak and share with group and DCS** |
| Closed action. |
| **Group encouraged to share their thoughts on SE19 High Needs Group and SE19 Commissioning Group via the Jamboard (links included in the presentation slides).**  |
| Closed action. |
| **Add ‘Sharing best practice’ slot onto the agenda with a topic list** |
| Included in agenda for the meeting. Agreed to keep EOTAS/AP on future agendas due to the scale of the topic. |

**SE19 SEND Regional Map**

The group discussed the SE19 SEND Regional Map that is in development and will be shared at the beginning of next term. This highlights each network group and the infrastructure across the region. This will also be developed to include membership of each group.

A discussion around Whole School SEND and the regional inclusion group.

Group invited to volunteer to join a meeting group to discuss the recent EP DfE report;

[Educational psychology services: workforce insights and school perspectives on impact (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166208/Educational_Psychology_services_-_Workforce_insights_and_school_perspectives_on_impact.pdf)

**Digitalisation of EHCPs**

Experiences of systems including Liquid Logic and Synergy were discussed with the group.

1. **Standing items:**
* **Tribunal feedback, including feedback from the ‘user group’**

The group shared their latest experiences on tribunal feedback.

1. **Health work on EHCPs, Sue Gibbons**

Karen welcomed Sue to the meeting. Sue is the Chair for the DCO forum for the region.

**Key lines of enquiry**

* What does your health template look like? - Had good examples but did vary. Good examples linked aspirations to outcomes
* Annual Review advice?
* Coordination for health advice and receive timely. Done differently with some LAs have health coordinators. Request goes through single point of contact with DCO checking for timeliness
* QA – very little audit in some areas and some more robust. Appreciate enquiry audit of health template takes place in Kent and Medway.
* Improving individuals as well as whole team approach

**Challenges**

* Health advice not always reflected in SENOs
* Annual Review challenges as well as capacity
* NHS England SW have developed SEN guidance with a challenge for DCOs across the region to familiarise themselves and adapt with nuances per local area.
* Tribunals – not many areas have tribunals linked to health unlike SE19.

Next Steps is to feed back regionally based on the regional plan. Regional Health Advice template to be developed and used across each local authority.

1. **Sharing best practice:**

**EOTAS/AP**

**Action: Agenda item to be carried forward to next meeting agenda.**

1. **AOB**
	* Suggestions for future meetings
* MOU final review
* SE19 Regional Map

**Date of next meeting:** Dates of future meetings to be confirmed and will be shared prior to the end of term.

Group agreed frequency of monthly, Thursdays at 12-1:30pm to continue for next year. August and December along with deadline weeks to be avoided.

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| **Summary of actions** |
| **Action: MOU to be circulated to the group with a deadline for August to review.** **Action: Agenda item ‘Sharing best practice: EOTAS/AP’ to be carried forward to next meeting agenda.****Action: Group to share feedback on the meeting here;** <https://forms.gle/kq1cf1HX9k5gQXyS8> |