

**SE19 SEND Strategic Leads Meeting**

**[15th May 2024 & 12pm]**

**Notes of meeting**

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| **Attendance** | **LA** |
| Sheelagh Sullivan  | SE19 Network Programme Lead |
| Jamie Conran | Wokingham |
| Deborah Smit | Oxfordshire |
| Cate Mullen | Portsmouth |
| Heather Morris | IOW |
| Beth Armstrong | East Sussex |
| Emma Steele  | Hants |
| Roxanna Glennon  | Brighter futures for children  |
| Katie Worley  | Windsor and Maidenhead (Achieving for children)  |
| Victoria Courtis | Milton Keynes |
| Troy Hobbs | Bracknell Forest |
| Grace Jones | Buckinghamshire |
| Lauren Stone | SDSA |

| **No.** | **Notes** |
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| * Welcome
* Introductions
* Admin:

- New members?- Accuracy of circulation list- Agree notes of the last meeting | * Welcomes and introductions held.
* Lauren sent circulation list to colleagues to update and send back.
* Previous meeting notes agreed to be true record.
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| Preparing for SEND Inspections | * Discussion on Wokingham’s inspection preparation since January 2023, with emphasis on targeted SEND inspection work, including weekly Monday meetings with key stakeholders.
* *DCS, AD for Education (Chair), ICB representatives and social care attending weekly meetings.*
* Initial focus on various Safety Valve projects without targeted SEND inspection preparation.
* Focus on colleagues understanding the new inspection framework and response mapping.
* Addressing outdated documents and contracts, improving strategic conversations and documentation.
* Wokingham have conducted dry runs, particularly with tracked children, to stimulate inspection processes.
* Initial runs faced challenges but improved overtime.
* Dry runs have led to a better understanding and readiness for inspection, assurance in roles, responsibilities and submission quality.
* Sally shared needs for better processes and evidence for tracked casework.
* Sally requested colleagues to share experiences and processes from other LA’s.
* Kate shared that she has utilised webinars and resources from Telford and Wrekin and Gateshead for tracked cases.
* Imported successful practices to Portsmouth, planning for dry runs.
* Emphasis on long-term benefits beyond just Ofsted preparation.
* Wokingham shared that they have delivered webinars to Children’s services and stakeholders.
* *Raised awareness and reduced anxiety about SEND inspections.*
* *Reflective sessions on status and areas for improvement.*
* Roxana emphasised demonstrating impact and address lack of joined-up workings with focus areas being around PfA, AP and meaningful health partnerships.

Actions:Jamie to circulate presentation summarising the preparation activities.  |
| Feedback from recent Area SEND Inspection: Milton Keynes | * Victoria went through SEND inspection Journey based of inspection experience
* Advised that it is essential to involve all staff in preparation activities.
* Coordination of 50 sessions in weeks two and three of inspection.
* Victoria shared that colleagues will need a dedicated team for logistics and coordination.
* Consistent plan to avoid last-minute changes – aligning all collaborates (education, health and social care).
* Importance of data and evidence for SEND support.
* Focus on health elements particularly SEND support and EHCPs.
* Victoria shared with colleagues that Leadership team presence needs to be onsite and have clear plans communicated over to colleagues of all levels.
* Clarify session expectations with inspectors.
* Balance practitioner and manager attendance in meetings.
* Colleagues should prepare for inspections during school holidays or unexpected times.

Actions:Victoria’s presentation to be shared with colleagues with notes of meetings. |
| Post inspection support | * Oxfordshire underwent a methodology inspection in July 2022 and an actual inspection in July 2023.
* Despite the preparation, there was still room for improvement.
* There have been significant changes in leadership impacted the readiness and momentum post-inspection.
* New director DCS and deputy director were appointed, contributing to a stabilised system.
* A monitoring visit scheduled in 18 months from the last inspection day and re-inspection within three years.
* An improvement notice was issued to Oxfordshire due to compelling evidence of the need for improvement.
* Five key areas identified communication, commissioning, leadership, timeliness and quality of education and health care plans, and views of children young people, and parents.
* Developed a 464-page priority action plan, which was later refined to make it more engaging effective.
* Emphasis on maintaining momentum post-inspection.
* Recognising strengths and good practices alongside areas needing improvement.
* Ensuring system-wide understanding and accountability beyond individual roles.
* Creating a forward-thinking strategy using data evidence to demonstrate self-knowledge and improvement actions.
* Addressed the importance of coordinated efforts across education, health and social care.
* Collaboration with health colleagues and maintaining joint accountability for outcomes.
* Recent ILACS inspection rated Oxfordshire’s practices as good, showing improvement and good practices across the system.
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| Courageous Conversations – feedback and potential for supporting pre and post inspection | * Buckinghamshire and Kent have completed their conversations.
* Conversations are in progress in West Sussex, Hampshire, Woking and Reading.
* Expressions of interest from Windsor-Maidenhead and West Berkshire.
* Colleagues encouraged to get involved.
* Need for volunteers as peer reviewers from various sectors, including health, social are, and PCFs.
* Valuable input from those who have undergone inspections.
* Clarification that it is a learning experiences, not an inspection.
* Immediate verbal feedback provided on-site, with a written report available later.
* Confidentiality ensured; nothing is shared beyond areas.

**Action:**Chris Baird’s email provided for inquiries and participation  **–** bchrisbaird@gmail.com |
| Agree focus topic for next meeting: Funding | * Discussion on potential focus topic for the next meeting, with funding being suggested
* *Uncertainty regarding whether this relates to high needs block funding or another issue.*
* Mention of ongoing analysis of survey, with presentation on findings expected for the next meeting.
* Interest expressed in learning from other LA’s, particularly regarding approaches issues discussed.
* Query about any SE19 region LA using new EHC plan template.
* Mention of a forthcoming presentation at the SEND forum on the EHC plan templates, with possible DfE invites.
* Portsmouth mentioned as leading the region on the Change Programme related to EHC plans
* Commitment to providing information and addressing the needs of participants in the forum.
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| AOB |  No AOBNext meeting: Wednesday 10th July 2024 |
| **Future topics:**Please send any items or questions and queries you would like to discuss with colleagues to Sheelagh Sullivan at sheelagh.sullivan@outlook.com. |
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