

**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. |
| 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 * Addressing outdated documents and contracts, improving strategic conversations and documentation.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. |
| 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](mailto: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. |
| AOB | No AOB  Next 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](mailto:sheelagh.sullivan@outlook.com). | |
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