

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Monday 5th July 2021 10.00 am – 12.00 pm
Via MS Teams**

Please find Microsoft Team meetings support guidance below:

- MT Training: Videos and beginners guide:
 - <https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
 - <https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365>
- Video Conferencing etiquette; Please....
 - Mute yourself when not speaking. (*background noise can be distracting and mask other speakers*)
 - Be on time; ideally a few minutes early. (*the meeting will start at the allotted time*)
 - Check that your technology works correctly before the meeting.
 - Enable your camera. (*we would love to see you*)
 - Try not to sit with your back to a window. (*the glare might make you a silhouette*)
 - Do not take other calls if you can help it (*it is easy to miss vital points when we are concentrating on other things*)

THE PAPERS FOR THIS MEETING ARE CONFIDENTIAL TO THOSE INVITED AND NOT TO BE CIRCULATED WIDER

DRAFT A G E N D A

Timings provided are indications only

Agenda Item		Lead	Doc
10.00	1. Welcome and introductions	Michael Marks	None
10.05	2. Minutes of the last meeting	Michael Marks	2a) Minutes 28.05.21 FINAL DRAFT
10.10	3. Current perspective from partners Standing item	All	None
10.25	4. Voice of the Child A short report on the work and direction of the Voice of the Child task & finish group.	Jeff Banks	4a) A paper on Voice of the Child
10.40	5. SEND Strategy Presentation - update on engagement, key themes, proposed format, values and next steps for wider consultation.	Brin Martin, Caroline McCarron, Gary Bloom,	None
11.10	6. Self Evaluation Framework (SEF) Consideration of updated SEF and executive summary for sign off	Gary Bloom	6a) SEF version 0.10

			6b) SEF - executive summary
11.25	7. Communication & Engagement A short report from the Comms T&F group outlining priorities, wider programme of communication and engagement.	Caroline McCarron	7a) Comms Highlight report
11.35	8. SEND Operations Group highlight report Standing item.	Brin Martin	8a) SENDOPS Highlight report
11.45	9. Joint Commissioning Group Highlight report Standing item.	Caroline McCarron	9a) Commissioning highlight report
11.55	10. Actions and feedback: a) Review Action Log b) Feedback/actions to other SEND Governance Groups not covered by action log	Michael Marks	10a) Action log
	11. Any other business		
	12. Future meetings and agenda items: Dates and times of future meetings TBC		
12pm	Close		

Attendance				
	Name	Job Title	Organisation	
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend Borough Council	MM
Deputy Chair	Patricia D'Orsi	Chief Nurse CP&R and Southend	NHS Southend CCG	PD
	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	Brin Martin	Director of Learning	Southend Borough Council	BM
	Caroline McCarron	Associate Director of Integration and Partnerships	NHS Southend CCG	CM
	Gary Bloom	Head of SEND	Southend Borough Council	GB
	Clare Costello	Secondary School Head Representative	Shoeburyness High School	CC
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Jeff Banks	Director	A Better Start Southend	JB

Members	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Samantha Delve	Secretary	Southend SEND Indep. Forum	JR
	John O'Loughlin	Director of Children's Services	Southend Borough Council	JOL
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
	Krishna Ramkhelawon	Director of Public Health	Southend Borough Council	KR
	Lynn Scott	Head Adult Social Care	Southend Borough Council	LS
	Owen Richards	Chief Officer	Healthwatch	OR
Guests	Carole Brooks	Independent Advisor	Carole Brooks Associates	CB
	Nicky Ficken	Communications Lead	Southend SEND Indep. Forum	NF
Apologies	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Carole Brooks	Independent Advisor	Carole Brooks Associates	CB
Administration	Carron Jacobs	SEND Project Officer	Southend Borough Council	CJ