

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

FINAL DRAFT MINUTES

Agenda Item	Lead
<p>10.00</p> <p>1. Welcome and introductions</p> <p>MM sent apologies for the start of the meeting and PD chaired the meeting as vice chair.</p> <p>Apologies have been received from CC, CBr, JOL</p> <p>Guest PJ attends in place of AC</p>	<p>Patricia D'Orsi</p>
<p>10.05</p> <p>2. Minutes of the last meeting</p> <p>The minutes of the previous meeting were agreed as correct, with one small amendment made to item 3 replacing the word from privileged to pleased. These will now be published.</p>	<p>Patricia D'Orsi</p>
<p>10.07</p> <p>3. Current perspective from partners</p> <p>KR advised the board the Joint Strategic Needs Assessment will go to the next Health & Wellbeing Board (H&WBB) with revisions and updates including the SEND Profile, with the aim that this will be published in December 2021 / January 2022. KR will get in touch with key partners for input and scope on this. Issues will be flagged at the next board.</p> <p>Action: CJ – share board circulation list with KR</p> <p>KR advised in future all wider public health work will go through health alliance group and HWBB</p> <p>PD suggested that not all board members were aware of the work of the health alliance group.</p>	<p>Patricia D'Orsi</p>

	Action: PD to provide stakeholders oversight by circulating documents regarding place plan & locality strategy. Members are invited to read through and raise any questions directly to PD	
10.11	<p>4. Voice of the Child</p> <p>A report on the work and direction of the Voice of the Child task & finish group was presented with the following responses to recommendations:</p> <p>There is wide support for Voice of the Child to become a standing group reporting directly to this board.</p> <p>MM requested to see list of current members of the group to consider additional membership Action: JB to provide</p> <p>Any requests for additional resources will be brought back to the board</p> <p>MM agreed separate discussion was needed around the recommendation 4 of the report – Action JB to provide clarity. JB offered to take the strategic lead on this work going forwards. GB offered CJ to help scope the work.</p>	Jeff Banks
10.44	<p>5. SEND Strategy</p> <p>A presentation covering an update on the engagement, key themes, proposed format, values and next steps for the wider consultation of the SEND Strategy was made.</p> <p>Agreement was reached that the strategy should include some brief commentary to reflect the area's progress and recognition of lessons learned etc.</p> <p>Agreement reached that it should focus on being a future facing document to address the areas to build on. A robust action plan will need to sit beneath the strategy setting out what the area will do to improve.</p> <p>Agreement that it must be accessible to families, children, and young people.</p> <p>MM - Board members are encouraged to take updates back to the areas/sectors/teams that they represent on the Board and feedback any ideas, views and suggestions into the next stage of the development of the strategy.</p> <p>Action: CMc will circulate presentation slides to board members for further input / feedback</p> <p>MM - The strategy needs to be owned by this partnership board. The delivery programme and action plan will be reviewed regularly at future board meetings to monitor performance and to provide strategic oversight and challenge. This board needs to sign the strategy off by September and it will then need to be taken through the various governance groups, PCF, Education Board, Health groups, and the Council's Cabinet.</p> <p>Action: SEND Scrum to consider feedback, confirm the timeline in light of the this discussion at the Board, include consultation and assign activity from timeline to ensure SEND Strategy signed off by the Board before the end of September 2021</p> <p>Action: SSIF input welcomed re strapline, vision statement and the writing of a foreword</p> <p>Action: CJ to arrange a special meeting of the board over summer to look at the most recent draft of the strategy before going out more widely for consultation.</p>	Caroline McCarron
11.27	<p>6. Self Evaluation Framework (SEF)</p> <p>GB asked that consideration was given to the updated SEF and the draft executive summary. Version 0.10 reflects updates and feedback from the SEND Summit and is presented as the proposed final version of this year's SEF. It will however be reviewed and updated regularly, as it is a live document.</p>	Gary Bloom

	<p>SD raised a question on paper 6b about attainment and the below average attainment figures for Key Stage 2 – have the reasons for this been analysed and decisions on how this is addressed?</p> <p>BM confirmed that the Education Board and School Performance sub group is looking at attainment in detail, acknowledging the impact of the pandemic means that making comparisons is difficult. BM acknowledged and agreed that families need an answer on how this is being addressed.</p> <p>GB & SD will have further conversation outside of this meeting regarding additional questions / work to take forward.</p> <p>Board felt the SEF was still lengthy but no significant changes were requested.</p> <p>Agreed: SEF agreed and signed off.</p>	
11.34	<p>7. Communication & Engagement Task & Finish Group</p> <p>CMc presented a short report from the Comms task & finish group regarding the priorities and wider programme of communication and engagement.</p> <p>CmC has arranged the next meeting in July to work through outstanding questions and clarify the remit and role of the group. The next meeting will clarify omissions from membership and seek proactive engagement from members.</p> <p>The board agreed Comms colleagues should be the expert lead / chair for this group; with a suggestion that Health and SBC Comms colleagues share the chair role.</p> <p>Action: MM & PD will identify a comms colleague to chair the group.</p> <p>Action: Comms group to provide regular updates to the board</p>	Caroline McCarron
11.43	<p>8. SEND Operations Group highlight report</p> <p>BM spoke to the highlight report; with particular focus and reference to the recent Ofsted and CQC revisit.</p> <p>Board acknowledged the revisit findings and recognition of improvements made across the area. Work is continuing to address the outstanding Written Statement of Action area.</p> <p>No further comments or questions were made about the report.</p>	Brin Martin
11.48	<p>9. Joint Commissioning Group Highlight report</p> <p>CMc spoke to the highlight report.</p> <p>PD asked that Priority 1 moved at pace and requested that this is discussed at the next board.</p> <p>Action - Move Joint Commissioning Group Highlight report further up the agenda and allow bit more time for discussion as this is an area of concern. Board need to be clear of the challenges.</p>	Caroline McCarron
11.53	<p>10. Actions and feedback:</p> <p>a) Review Action Log</p> <p>b) Feedback/actions to other SEND Governance Groups not covered by action log</p>	Michael Marks

11.58	<p>11. Any other business</p> <p>Board agreed that members will be sent a link to access the papers and the agenda for meetings which are hosted on the SBC democracy site in advance of the meeting. Papers can be sent separately by email upon individual request.</p> <p>MM advised that a special council meeting is taking place next week to consider the motion for a SEND review. MM will provide a verbal update at the next board meeting on this.</p> <p>PD agreed to speak to SSIF and JM regarding the development work of the Lighthouse task & finish group.</p>	
	<p>1. Future meetings and agenda items:</p> <p>Dates and times of future meetings: 05/10/2021 12 – 2pm 16/11/2021 10am – 12 06/01/2022 10am – 12 01/03/2022 10am – 12 17/05/2022 10am – 12 05/07/2022 10am – 12</p>	
12.02	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	NHS Alliance Director	NHS Southend CCG	PD
Members	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
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Jeff Banks	Director	A Better Start Southend	JB
	Samantha Delve	Secretary	Southend SEND Indep. Forum	JR
	John O'Loughlin	Director of Children's Services	Southend Borough Council	JOL
	Krishna Ramkhelawon	Director of Public Health	Southend Borough Council	KR
	Owen Richards	Chief Officer	Healthwatch	OR

Guest	Philomena Johnson	Vice Chair	Southend SEND Indep. Forum	PJ
Apologies	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Carole Brooks	Independent Advisor	Carole Brooks Associates	CB
	John O'Loughlin	Director of Children's Services	Southend Borough Council	JOL
	Clare Costello	Secondary School Head Representative	Shoeburyness High School	CC
Not in attendance	Lynn Scott	Head Adult Social Care	Southend Borough Council	LS
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
Administration	Carron Jacobs	SEND Project Officer	Southend Borough Council	CJ