

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Tuesday 1st March 2022 10 am - 12pm
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*)

A G E N D A

Timings provided are indications only

	Agenda Item	Lead	Doc
10.00	1. Welcome and introductions	Michael Marks	None
10.10	2. Minutes of the last meeting	Michael Marks	2a) FINAL DRAFT Minutes 06.01.22
10.15	3. Current perspective from partners	All	None
10.35	4. User Story	Gary Bloom	None
10.40	5. Improvement Monitoring	Gary Bloom	5a) All Plans monitoring tracker
11.00	6. SEND Partnership Risk Log	Caroline McCarron	6a) Risk Log
11.10	7. Banding	Gary Bloom	7a) Report - Review of Banding Descriptors

11.20	8. Joint Commissioning Group Highlight report	Caroline McCarron	8a) Commissioning highlight report
11.30	9. SEND Operations Group highlight report	Brin Martin	9a) SENDOPS Highlight report
11.40	10. Reviewing Terms of Reference	Michael Marks	10a) SSSPB Terms of Reference 10b) Suggested amendments
11.50	11. Actions and feedback: a) Review Action Log b) Feedback/actions to other SEND Governance Groups not covered by action log	Michael Marks	11a) Action log
11.55	12. Any other business		
12.00	Close		

Future meetings:

Dates and times of future meetings

17th May 2022 10am – 12pm

5th July 2022 10am – 12pm

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
	Alex Kubeyinje	Director of Children's Services	Southend Borough Council	AK
	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
	Samantha Delve	Secretary	Southend SEND Indep. Forum	SD

	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
Apologies	Jeff Banks	Director	A Better Start Southend	JB
Guests	Brian Gale	Advisor	DfE	BG
	Annalease Hillyer-Thake	Advisor	NHS England	A H-T
Administration	Jana Kenton	Note Taker	Southend Borough Council	JK