

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Thursday 24th November 2022 10am - 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, introductions and apologies	Michael Marks	None
10.04	2. Declarations of interest	Michael Marks	None
10.05	3. Minutes of the last meeting	Michael Marks	3a) FINAL DRAFT Minutes 06.10.22
10.10	4. Action log and feedback:	Michael Marks	4a) Action Log
10.15	5. Current perspective from partners	All	None
10.35	6. Draft forward plan	Gary Bloom	None
10.55	7. Risk Log	Caroline McCarron	7a) SEND Partnership risk log
11.15	8. Improvement Monitoring	Gary Bloom	8a) All plans monitoring tracker
11.30	9. Members Scrutiny Committee - Review of SEND	Michael Marks	None

11.45	10. SEND Strategy update	Gary Bloom	None
11.50	11. SEND Operations Group highlight report	Gary Bloom	11a) SENDOPS Highlight report
11.55	12. Any other business	Michael Marks	
12.00	Close	Michael Marks	

Future meetings:

All meetings take place at 10am – 12 noon

26th January 2023

9th March 2023

4th May 2023

22nd June 2023

Attendance

	Name	Job Title	Organisation	
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend City Council	MM
Members	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	Lissa-Marie Minnis	Children's Social Work Director	Southend City Council	L-MM
	Caroline McCarron	Deputy Alliance Director	Mid & South Essex Integrated Care System (ICS)	CMc
	Helen Farmer	Interim Director for Children and Young people and LD	Mid & South Essex Integrated Care System (ICS)	
	Gary Bloom	Head of SEND	Southend City Council	GB
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Samantha Delve	Secretary	Southend SEND Independent Forum (SSIF)	SD
	Philomena Johnson	Interim Chair	Southend SEND Independent Forum (SSIF)	PJ
	Krishna Ramkhelawon	Director of Public Health	Southend City Council	KR
Stephan Leibrecht	Head Adult Social Care	Southend City Council	SL	

	Tara Poore	Director	A Better Start Southend	TP
	Owen Richards	Chief Officer	Healthwatch	OR
Apologies				
Administration	Carron Jacobs	SEND Project Officer	Southend City Council	CJ