

## SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Thursday 26<sup>th</sup> January 2023 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	<b>1. Welcome, introductions and apologies</b>	Michael Marks	None
10.04	<b>2. Declarations of interest</b>	Michael Marks	None
10.05	<b>3. Minutes of the last meeting</b>	Michael Marks	3a) FINAL DRAFT Minutes 24.11.22
10.10	<b>4. Action log and feedback</b>	Michael Marks	4a) Action Log
10.15	<b>5. Current perspective from partners</b>	All	None
10.35	<b>6. SEND Strategy</b> Verbal update	Michael Marks	None
10.50	<b>7. Risk Log</b> Verbal update	Caroline McCarron	None
11.00	<b>8. Improvement Monitoring – SEND Inspection, Accelerated Progress Plan and Member Scrutiny Project</b>  Verbal update	Gary Bloom	None
11.15	<b>9. Inclusion Group update</b>	Sarah Greaves	None
11.35	<b>10. Update on children’s community services at the Lighthouse Child Development Centre</b>	Helen Farmer	10a) Highlight report

11.50	<b>11. SEND Operations Group highlight report</b> <i>for noting</i>	Gary Bloom	11a) SENDOPS highlight report
11.55	<b>12. Any other business</b>	Michael Marks	None
12.00	<b>Close</b>	Michael Marks	

**Future meetings:**

All meetings take place at 10am – 12 noon

9<sup>th</sup> March 2023

4<sup>th</sup> May 2023

22<sup>nd</sup> June 2023

<b>Attendance</b>				
	<b>Name</b>	<b>Job Title</b>	<b>Organisation</b>	
<b>Chair</b>	Michael Marks	Executive Director, Public Health and Children's Services	Southend City Council	MM
<b>Members</b>	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	Lissa-Marie Minnis	Children's Social Work Director	Southend City Council	L-MM
	Helen Farmer	Interim Alliance Director	Mid & South Essex ICS	HF
	Caroline McCarron	Deputy Alliance Director	Mid & South Essex ICS	CMc
	Gary Bloom	Head of SEND	Southend City Council	GB
	Jackie Mullan	Special School Representative	SEN Trust Southend	JM
	Samantha Delve	Secretary	Southend SEND Indep. Forum	SD
	Philomena Johnson	Chair	Southend SEND Indep.Forum	PJ
	Stephan Leibrecht	Head Adult Social Care	Southend City Council	SL
	Tara Poore	Director	A Better Start Southend	TP
	Carol Compton	Head of Service Integration, Youth and Family Services	Southend City Council	CC
Owen Richards	Chief Officer	Healthwatch	OR	
<b>Guest</b>	Sarah Greaves	Headteacher Virtual School	Southend City Council	SG

<b>Apologies</b>	Krishna Ramkhelawon	Director of Public Health	Southend City Council	KR
<b>Administration</b>	Carron Jacobs	SEND Project Officer	Southend City Council	CJ