

SMG Meeting 3 – Thursday 26th September 2024 – Location: Townhall/Hybrid

Meeting Agenda:

- Welcome & Introductions (Agenda Flow – Joanne Ruston)
- Minutes of meeting (Sarah Wike)
- Partnership working/OfSTED inspection framework (Emily Wilson)
- SENDIASS Update – data story/staffing/development plan (Sarah Wike)
- National SEND update- (Tom Quilter)
- Strategy and operational developments/opportunities/challenges (Sarah Wike)
- Next tasks for priority attention (All members)
- AOB (Joanne Ruston)
- Close (Joanne Ruston)

Meeting Attendees

In Attendance	Apologies
Joanne Ruston – Chair (Parent)	Bobby – Young person service user
Esther Prager- Parent	Grace- Young person service user
Jill Duffin – FIS Manager	Olivia Bennett – Parent
Nicole Hatfield – Parent	Ellie Hirst – Case support Officer
Tom Quilter- Service Development Officer- NCB	Kim Smith- Youth Voice Participation Coordinator
Charlotte Allinson-Smith – Parent	Richard Lynch – Service Director
Luane Hutchinson– Parent	Kevin Harrison – Chair (parent)
Nicola Thomson-Dewey – Parent	Neil Wilkinson – Post 16 Manager
Sarah Wike – SENDIASS manager	Laura Hammerton – Early Start and Families Service and Strategy Manager
Jayne Grice – Social Care	Sue Day – Head of SEND
Sally Killips – Transport Manager	Liz Eland- Parent
Hermione Rostron – Health	
Peter Stradling – Consortium Representative	
Melanie Dyson- Service and strategy Manager- SEND	
Bev Bradley – SEND Improvement Team	
Sarah Cairns- Senior SEND Commissioner	
Emily Wilson- Quality Assurance and Governance Officer	

Minutes of the meeting

Agenda Item	Meeting Discussion	Outcome
Welcome & Introductions (Agenda Flow – JR)	<p>Joanne welcomed everyone to the meeting and started the meeting raising etiquette/toilet breaks etc.</p> <p>Peter asked if he could put an agenda item forward for discussion but also that he needed to leave early. Emily offered to start her agenda item later and Joanne agreed this arrangement and revision to the agenda.</p> <p>Joanne then went around the room, then onto the onscreen members and started introductions.</p> <p>Joanne asked Sarah for any apologies, Sarah shared those received.</p>	Apologies to be recorded in minutes.
Minutes of meeting (SW)	<p>Joanne asked if everyone had a copy of minutes, Sarah went through these and asked whether there were any matters arising. No one raised objections so minutes agreed as accurate. Sarah raised the change to the layout of the minutes with the addition of the terminology section and members agreed it a useful addition to the minutes.</p>	SENDIASS to publish the minutes on the service webpages.
Consortium and Questions (PS)	<p>Joanne invited Peter to bring forward his item for discussion.</p> <p>Peter said that there was information in the public domain about the consortium so asked if within SMG anyone had any questions around the consortium for him to respond to.</p> <p>Joanne asked if anyone had any questions/comments. There were no questions/comments.</p>	

<p>Partnership working/OfSTED inspection framework (EW)</p>	<p>Emily introduced herself and explained her role and gave an overview through a power point presentation to members:</p> <ul style="list-style-type: none"> - LA SEND inspection overview – SEND QA governance team. - Slides are available if people wish to access these. - OfSTED inspection will last 3 weeks, covering education, social and healthcare. - Review due imminently with the earliest which could have been June, latest based on review periods around Christmas time. - Reviews are YP/child focussed and OfSTED will want the LA to illustrate how they gather their views. - Representative groups will be indentified supporting structures and monitoring and audit. <p>Emily shared what week one of the inspection timetable would look like:</p> <ol style="list-style-type: none"> 1. LA provides evidence and documents 2. Complete multi-agency audits with parental and student consent 3. OfSTED children/YP family surveys launched and promoted by the LA. <p>Joanne asked how the children/YP are selected for inspection – Emily said OfSTED have unique reference numbers that they will provide to the LA. Can be children/YP’s from different backgrounds e.g, out of education, post 16 etc., LA will then request consent from parents/YP to provide this information with OfSTED. LA provide list of reference numbers by the Tuesday morning, OfSTED then return this by Tuesday evening with a list of the</p>	<p>-</p>
---	---	----------

<p>Partnership working/OfSTED inspection framework (EW) ctd.</p>	<p>reference numbers they would like to look at, If permission is not given – another reference number will be given to ask another family – this information then needs to be collated ready for the Friday.</p> <p>Emily talked about the survey and that Sarah and the service will be given the survey to share within SENDIASS networks. Emily would be happy for the service to post this on the social media particularly the facebook page. Emily pointed out the survey is only open for one week.</p> <p>Peter Stradling said the consortium has 5 groups and will be part of sharing the survey. Peter said that once Alex Taylor receives the survey they can share this around the different groups.</p> <p>Emily then went on to explain what happens during week 2:</p> <ol style="list-style-type: none"> 1. Virtual meetings with stakeholders in SEN – could be professionals and/or parents. <p>Following this in week 3 Emily explained there would be on site evidence gathering and meetings with stakeholders as per 2 week timetable.</p> <p>Emily said that you can look at the government website for previous OFSTED inspections.</p> <p>Emily stated what OFSTED request will be chronology, pen portrait, multi-agency audit summary of findings, assessments, plans, discussion notes, commissioning agreements. Linking to the inspection framework handbook from OFSTEDs perspective.</p>	<p>EW to share the information when the OfSTED inspection call is made.</p>
--	--	---

Partnership working/OfSTED inspection framework (EW) ctd.

Joanne asked if there were any questions for Emily.

Bev said she wanted to add the importance to show OFSTED the real positive impact that is happening for many children and YP across Barnsley and how we work as a partnership. Adding also that OFSTED will be looking at how the local area work together to support children/YP across social, health and education care. Emily added that examples of good practice showing what's working well can be used as evidence and also it's important to know these now so these could be implemented across other LA's/service areas.

Sarah said that as SMG is a partnership approach to the local area service and how it develops then this could be put on the timetable for SMG to speak with OFSTED and she would be happy to facilitate that if required. Emily said she is hopeful that OFSTED will meet with the SMG for SENDIASS.

Joanne thanked Emily for her presentation and insight into the OfSTED framework.

National SEND update- (TQ)

Joanne moved to the next agenda item and introduced Tom.

Tom introduced himself, saying he was from the Council for Disabled Children. Funded by DFE to support local SENDIASS services and went on to give an overview of what is known currently.

1. Tom shared the national picture of SENDIASS services being there are 153 LAs with 151 SENDIASS services. There are huge range of staff variations and sizes and that 65% services are in house. With 65% joint funded between local

-

National SEND update- (TQ) ctd.

authorities and ICB's). Tom said that on average there are around 4 full-time staff within SENDIASS.

2. Tom talked about concerns for SENDIASS with growing pressures on service capacities and that data shows since 2019 help line enquiries have increased as have tribunal enquiries.

3. Tom talked about how in previous years SENDIASS would do a lot of 'soft' level case work, meaning those children on SEN support received high levels of support. However, SENDIAS services are reporting that as referral numbers have increased significantly that they now find it very difficult for to be able to do the 'soft' case work and this is this due to reduction in capacity from increased demand for IAS across SEND.

Tom asked for any questions or comments.

Sarah informed members that as a service we are kept up to date with training and information provided by Tom and the CDC and this is good. Sarah pointed out that the statistics around increase in levels 3/4 for case is true for the service locally and inline what we are finiding in our data too. Sarah reported closing cases is not taking place as would have previously because of other delays in systems and processes, for example, tribunals are taking a lot longer due to the length of time from lodging an appeal to waiting for a hearing date. Sarah added that as a service although still offer IAS for SEN support we don't have the same capcity to to put in quality support than have been able to in previous times. Sarah added that despite demand and stretch of the service we do feel very much respected in the local area.

-

National SEND update- (TQ) ctd.

Reporting also that although an in-house service, there is an understanding by strategic partners what is meant by arm's length approach and this does help to maintain that impartial identity for families in the local area. Sarah pointed out that the last data collection for the annual review (100 responses received) showed parental confidence in the impartiality of this too.

Tom pointed out that tribunal costs range from between 3,500 up to 11,000 and so it is important to work at an early intervention level and seek to avoid costly tribunal processes.

Luane asked that with the change of government whether there are any potential changes to how SENDIASS locally or nationally be delivered. Tom said he does not feel there are any implications to SENDIAS service's as these are nationally recognised and respected by the DfE and should continue to be so.

Joanne thanked Tom for his reporting.

SENDIASS Update – data story/staffing/development plan (SW)

Joanne asked Sarah to go through the report and service update combined.

Sarah reported:

- That a meeting had been set up with Head of SEND, Sue Day following the last meeting and a discussion panel as a SMG sub group of SMG then took place. This was to answer the query raised in SMG about the rise in appeals for families and the link to the local area SEND panel decision making. Sarah reported there were parent reps and a YP rep, and Sue brought

-

<p>SENDIASS Update – data story/staffing/development plan (SW) ctd.</p>	<p>Melanie Dyson to the meeting also. Sue shared the evidence-based panel process and how decisions are reached based on the evidence panel has at point of discussion. Parents expressed concern that all parents should be aware about how important evidence at panel is to their child's case when it is in discussion and said that all parents should be able to access the information being shared in this group. Sarah agreed to create some information for parents to discuss evidence, also it will form part of case officer practice and conversations with families too on a case by case basis and we would support families to put forward their formal representations for panel too where applicable. Sarah reported that a conversation with parents on line has already taken place too around this but further information will also be communicated.</p> <ul style="list-style-type: none"> - Sarah reported on the previous action rolled over from last meeting around joint commissioning of the service. Sarah explained she has attended several meetings to speak with Head of Commissioning. From this a report has been written and also there is commitment to attendance at SMG by the commissioning team and that today Sarah Cairns has joined us. The joint commissioning arrangements have to now go through various governance processes internally before it is finalised and published. - Sarah talked about the service annual report being completed, a survey was undertaken over the summer and 100 parents carers completed this. The report itself has to go into governance processes before it can be published. 	<p>SW speak to the team, create a practice standard and also share wider with parents/carers and young people the relevant information.</p> <p>SW to stay on top of the governance process of the joint commissioning report and escalate to SEND partnership board if it doesn't progress to green as a completed action by next SMG.</p> <p>SW to send the next SMG meeting date and time to SC.</p> <p>Annual report to be finalised and taken through governance processes and to then be published.</p>
---	--	--

<p>SENDIASS Update – data story/staffing/development plan (SW) ctd.</p>	<ul style="list-style-type: none"> - Sarah reported that she produces highlight reports and these go to the SEND partnership board and She attends these and explains the report, in addition to this she links the SMG report into the Partnership report to show the relationship between both reports and SENDIAS service developments. Sarah shared that Partnership board has not raised any concerns at this point about how the service delivers IAS in the local area. - Sarah reported about the increase in case demand and that it is exceptionally high.. However, triage role works really well and Ellie manages a lot of cases at level 1 and 2 of the case work intervention before they reach level 3 and 4 and require more indepth intensive support from the service. - Sarah reported that families like Facebook live sessions and that over the summer she and Ellie held some virtual live chat session and these worked really well. Sarah said the sessions were positive and parents through chat were supporting each other with information and advice. <p>Esther added that she had joined a session and felt it was really good and beneficial so she would like it to continue for families. Charlotte agreed with Esther adding that it is a very valuable resource to parents to access when they know they can talk to the service and other parents in real time. Esther asked the service to consider evening sessions. Sarah said these would be next steps as the survey about facebook live sessions showed highest votes from parents was for evening sessions.</p>	<p>SW/EH to set up further evening facebook live discussion sessions.</p>
---	---	---

SENDIASS Update – data story/staffing/development plan (SW) ctd.

AOB (Joanne Ruston)

- Sarah reported that over the summer the team came together to have a refresher session around GDPR. That all case officers have completed the online level 3 legal training now.

Joanne thanked Sarah for the report and asked if there were any further questions.

No further questions were raised.

Joanne asked if there were any items for raising.

Emily talked about the DFE curriculum and assessment review and that she will share the link with Sarah. Emily feels it would be important for SEND parents to take part although it is a long form and takes time to complete. Sarah suggested that she hold a face to face session and look at the review questions too and perhaps create a simplified shorter version for our families to participate in. Members agreed this could be a useful way to help the service users take part in the review.

Jill said she wanted to report an update about the Local Offer and that the Local Offer currently in early start and prevention will be moving under inclusion services and that Alex Taylor will be taking the lead on this going forward.

Sarah raised that there had been an increase in enquires about transport for post 16 young people. Sarah asked Sally if transport department had seen any rising trends in transport based issues and post 16. Sally reported that they have 907 pupils that are transported every day. Travel assessment panel meets each month to look at transport

SW to progress the service users opportunity to take part in the review.

SW to participate in mediation tendering process.

AOB (Joanne Ruston) ctd.

applications but there didn't seem to be any burning issues over and above what the department normally deals with. Sarah (Cairns) brought up the Mediation provider is going out to tender and that consultation will be going out to the wider market to bid in. Sarah (C) said this should be complete 1st Feb and asked if SENDIASS would be strategic partners within that process. SW agreed that the service could do this. Sarah (Wike) asked Sarah (C) if there is potential for some mediations to be done in person as SENDIASS have had parents who have requested in person mediation but these get refused. Mel suggested informal mediation/next steps meeting could be held in person if requested. Sarah (Wike) suggested getting together with Mel to get a process together for how this could look so that it can be put together as a practice standard for then both the EHC team and SENDIAS to work together from.

Jayne talked about this being her last meeting as she was moving to another post but that she would pass on SMG details to the manager replacing her. Sarah expressed her thanks to Jayne as she felt this had been a good working relationship and enjoyed the joint networking and partnership to the service and also SMG.

Sarah also pointed out that Neil Wilkinson had also emailed to wish SENDIASS well as part of his farewell email as he was moving onto a new venture and again Sarah extended her thanks to Neil as he had too been a good partner to SENDIASS and SMG process.

SW to connect with MD to look at developing a joint service practice standard for informal mediations.

SW to send the next meeting date and time to the service manager replacing JG.

SW to ensure minutes reflect these formal thanks.

AOB (Joanne Ruston)	Joanne asked sarah to ensure that formal thanks to both Jayne and Neil be recorded in the minutes.	-
Close (Joanne Ruston)	Joanne thanked everyone for attending and contributing to todays SMG and closed the meeting.	

Meeting Action Plan

Action to follow Up	Members Involved	Timescales	Status
SW to draft minutes and circulate and include formal thanks and also send invites to new members where there are membership changes SW to resend the meeting link for the next meeting to remind people of when and where it is	SW	06/01/2025	
To complete the joint commissioning arrangements report and track next steps governance processes Publish Annual Report	SW/SH SW SW	31/08/2024 20/12/2024 20/12/24	
Work with MD- cross service protocols development for informal mediation	SW/MD	23/12/2024	
Arrange for service users to participate in the DfE assessment and currciulum review Share information with the team about supporting parent/carers/ young pople and children to produce evidence for panel within case work and to share wider with parents information about evidenced based processes	SW SW	29/11/24 15/1/25	
SW and BB to meet to discuss linking to settings and the inclusion development team to joint network for children and young people at SEN support.	SW/BB	Rolled forward	

Publish minutes of last meeting.	SW/EH	30/9/24	
To participate in tender and commissioning arrangements for mediation contract.	SW	1/2/25	

Terminology Explained

SENDIASS – Special Educational Needs Disability Information Advice Support Service

SMG – Strategic Management Group

SEN – Special Educational Needs

HoS – Head of Service

DSR – Dynamic Support Register

DCR – Disabled Children’s Register

ICB - Integrated Care Board

CETR – Care, Education and Treatment Reviews

SLA – Service Level Agreement

CAMHS – Child and Adolescent Mental Health Services

SENDIST – Special Educational Needs and Disability Tribunal

DfE- department for Education

CDC- Council for Disabled Children

LA- Local Authority

Date and Time of Next Meeting Thursday 24th January 2025 10.00 am