

SEND Strategic Partnership Board
Tuesday 28 February 2023
10:00 - 12:00

Present

Name	Organisation	Initials
Julie Bruce	Manager, Parents' Forum (Vice/ Co- Chair)	JB
Annette Jackson	DMO and Consultant Paediatrician, BTHFT	AJ
Julia Elliot	Designated Clinical Officer & Programme Manager, Complex Pillar of Children and Young People Plan	JE
Jack Skinner	Assistant Service Manager, PFA Front Door, Adult Social Care, CBMDC	JS
Philippa McCann	PFBA Rep and SEND Parent Ambassador	PM
Robena Sheikh	SEND Parent Ambassador	RSh
Sally Skipper	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (CE Lead)	SS
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (PFA Lead)	JW
Nazmun Khan	Business Support Officer, Transformation and Compliance, SEND Services, CBMDC	NK
Ali Jan Haider	Director, Integrated Health and Care, Bradford District and Careven Health & Care Partnership	AJH
Dawn Lee	Head of Community Children Services of Bradford District Care Trust	DL
Ava Green		
Amanda Stanford	Chief Nurse and Executive Director for Midwifery and Allied Health Professionals, ANHSFT	AS
Sharon Bowring	DMO & Community Paediatrician, Airedale NHS Foundation Trust	SBo
Adam Smith	Business Support Team, SEN Assessment, CBMDC	AS
Ann Andrew	Principal, High Park Special School, Bradford	AA
Jane Wood	Assistant Director, Commissioning and Integration, CBMDC	JWo
Stu Barratt	Interim Strategic Manager – Integrated Assessment and Transformation and Compliance, SEND Services, CBMDC	SB
David Stevens	Service Manager, CCHDT Team, Social Care	DS
Debbie Jowett	Team Manager, SENDIASS	DJ
Emma Hamer	Strategic Manager, Intelligence and Sufficiency Service (Education & Learning), CBMDC	EH
Emma Little	Public Health, CBMDC	EL
Lisa Brett	Head of Service, Early Help & Prevention and YJS	LB
Sarah Exall	Consultant of Public Health, CBMDC	SE
Chelsea Freeman	SEND Auditors, SEND Transformation and Compliance, CBMDC	CF
Lisa Brett	Head of Service, Early Help & Prevention and YJS	LB
Wendy Uttley	Coordinator & Trainer, Down Syndrome Training & Support Service	WU

Apologies

Name	Organisation	Initials
Lisa Brett		LB
Andrea Walters	Head of Service – CCHDT	AW
Lee Haris	Head Teacher, Beechcliffe Special School (Keighley and Thackley)	LH
Philippa Hubbard	Director of Nursing/Professions and Care Standards	PHu
Niall Devlin	Assistant Director – SEND and Inclusion, CBMDC(Chair)	ND
Kelly Barker	Deputy Director, Operation, LD, Bradford District Care and NHS Foundation Trust	KB
Diana Bird	Principal, Shipley College	DB
Peter Horner	Programme Manager, Community Action, Bradford District	Pho
Christopher Dickinson	Head of Strategic Commissioning, Children Services and Public Health	CD
Christina Holloway	Associate Director – Integrated Health & Care, ICB	CH
Ruth Shaw	Senior head of integration & change (Health & Care) – women and children, NHS WY Integrated Care Board	RS
Joanne Hilton	Deputy Chief Nurse, Bradford Teaching Hospital (rep Karen Dawber)	JHi
Melanie Saville	Deputy Principal, Bradford Academy	
Kathryn Swales	Head Teacher , Girlington Primary School	KS
Karen Dawber	BTHFT	KD

Ref No	Action/Decision	Action Owner
1.	<p>Welcome, Introduction & Apologies</p> <p>JB (the vice-chair) chaired the meeting in ND's absence. She welcomed everyone and an introduction took place. The apologies were also noted.</p>	
2.	<p>Notes of the last meeting / Matters Arising</p> <p>All the actions were discussed in the meeting and action tracker was updated. Few minor corrections and clarifications were made in the last minutes. The minutes will be amended accordingly and recirculated soon by NK.</p> <p>As per Pho's suggestions to rename the portal names to make it clear for the parents carers JW is working with AS and IT professionals to look at rebranding the SEND Portal to avoid any confusions.</p>	
3.	<p>WSOA Monitoring Family Friendly update (JW/JB)</p> <p>WSOA monitoring Family Friendly version is to create a reasy to read version of the WSOA in relation to-</p> <p>a. What's the WSOA is to deliver</p>	

	<p>b. The progress made towards those 5 actions This version was drafted and shared in January and was modified based on the initial feedback.</p> <p>PM was curious to know the time limit of the task to share with all the parents. This would be finalised in March's SSPB meeting.</p> <p>JB confirmed the document was shared with the parents carers network for their feedback. The next meeting of the parents carers network will be on 21st March but JB will initiate the network group to continue the discussions via their whatsapp group.</p> <p>Action: JW, JB and other members of the parents carers network to meet and further develop the WSOA monitoring Family Friendly version.</p>	
<p>4.</p>	<p>PFBA School work update</p> <p>SEND Support Delivered from PFBA since November 2022 – February 2023 Included 88 families this period and 215 families in total.</p> <p>Various issues have been identified from the parents and carers which included three common issues Pathological Demand Avoidance, Sleep Issues and Behaviour Support.</p> <p>Few case studies and feedback on the PFBA's SEND Support were also shared. JB mentioned the parents carers network also found the behaviour issues were one of most difficult area to discuss which would need further support to be resolved or minimise.</p> <p>RSh reflected more information on how to deal with behaviour issues would have helped her as a parent.</p> <p>JB reiterated what can we do to help the parents carers earlier and what is the best information to be sent.</p> <p>PM trained herself as a sleeping therapist as there were lack of access in sleeps clinics for her child in Bradford. Now she is volunteering and supporting PFBA's parents carers in this area.</p> <p>DJ mentioned the SENDIASS parents are facing similar sleep and behavioural issues. It would have been better if SENDIASS parents carers could be sign posted to further help. Also DJ showed interest in helping out on the behavioural training joint delivery with PFBA in future.</p> <p>SBo wondered what could be done to support this PFBA's work to develop further.</p> <p>LB asked JB about PFBA's funding sources and also wondered how peer support work can be helped to grow further. She also reiterated the need for the early identifications and early support.</p> <p>DS shared how children's behaviour issues impacted on their services as well. To be effective and to reduce the cost on later issues DS agreed it would be better to spend on earlier need identifications. Suggestions were made to have some</p>	

	<p>serious model to deal with issues like behaviour imminently before they reach the critical points.</p> <p>Action : SSPB members to contact PFBA if they wish scope out the Peer Support/ PFBA work and support in extending this in future</p> <p>AG requested if board members could share what sleep interventions would look like and what sort of qualification would be needed to deliver that and what sort of cost could be involved.</p> <p>AG stated CB is leading in early help family hub and recommended to invite him in the future meetings if the SSPB brings back this sleep task as an agenda.</p> <p>SS reminded all the issues that were identified by this PFBA school work (page 4 on the pp) and requested the group to review their services/ offer on the LO webpage and the LO newsletter to support the SEND families. Families have been requested these for a long time. Currently there are 7000 readership of the LO newsletter. Sincere requests were made to share the information to the rest of the parents (out of the 14,500) and encourage them to subscribe to the newsletter. SS suggested to address those schools that are not interested in SEND and specially link them to the inclusion of charter marks going forward.</p> <p>Action: SSPB members to share their services / offer/ communications on the LO News letter to support the SEND families</p> <p>Action: SSPB members to subscribe the SEND Newsletter and share with their colleagues and SEND parents carers</p> <p>Suggestions were made to create a task and finish group to address the sleep/behaviour issues. Also the importance of consistency of information need to be addressed when the information are shared with the SENCOs and schools. As part of the communication plan SS is closely working on this consistency of information with partners e.g PFBA, SNOOP , Thinking Big and other organisations.</p> <p>WU stated majority of their work is around behaviour and showed interest in joining the task and finish group on this issue.</p> <p>Action: SSPB members to send expressions of interest in being involved in a Sleep/behaviour task group to JB before the next SSPB</p>	
5.	<p>Sign off - SEND Joint Commissioning Terms of Reference (ToR)</p> <p>JW shared the version 2.4 of the Joint Commissioning ToR and went through the key updates that were made based on the feedback.</p> <p>JW mentioned part of the strategic approach from the commissioning perspective would be to look at moving some of the money towards the early help to save money later.</p>	

	<p>JE requested to bring back 0-19 SEND Only and SEND Governance to the SSPB meeting.</p> <p>Action: SENDT&C to bring back 0-19 SEND only as future agenda (TBC)</p> <p>AG suggested to have a collaborative group work in joint commissioning rather than working in silos. It was agreed the wordings around the term 'parents carer associations' should be edited in the ToR to 'suitable parents carers forums'. Finally, the ToR was approved in the meeting and discussed to be resend the final version 2.4 and upload on the LO website.</p> <p>Action: JW to resend the edited version of the SEND Joint Commissioning Terms of Reference (ToR)</p>	
<p>6.</p>	<p>JSNA (SE/ EL)</p> <p>SE introduced the JSNA background and EL went through the 7 recommendations that should be implemented in Bradford based on the data and evidence presented in this JSNA chapter highlights.</p> <p>JWo reiterated the transition was not included in the JSNA chapter and wondered if that could be added separately in future.</p> <p>AG reiterated parallel to the ethnic minority group we also need to focus on those children or families who are not identified but have multiple needs. He also suggested to focus on the wordings of the report and mentioned to put as 'what did Covid reveal about the weaknesses in our system' rather than blaming a virus' impact on children with SEND.</p> <p>LB raised considering the forecast of SEND children as per the JSNA report what we should need to do early or differently?</p> <p>AJH suggested to share this report to the Joint Commissioning group especially for the projected populations in future. Also mentioned system concensus would be needed on the key priorities to focus on next 3-5 years. JB agreed this feedback would be taken back to the a joint commissioning meeting.</p> <p>RSh agreed with the severity of the sleep and behaviour issues and mentioned we need to teach our parents on how to be proactive in parenting their SEND Children.</p> <p>SE mentioned they were not sure about the source of the Transition data but happy to add them if provided.</p> <p>Action: JW to share the PFA /transition data to SE/EL</p> <p>SE agreed with AG and mentioned much deep understanding of further research needed for our system to address people's need properly. She also wanted to know where they could get data around early help behaviour/ sleep issues?</p> <p>Action: Group to share feedback on the JSNA by 8th March 2023</p>	

7.	<p>SEND Communication update (SB)</p> <p>Due to time constraints SB requested the group to have a look at the PP and share their thought. This will be brought back as an agenda item for March meeting for a further deep discussion as its part of the WSOA as well.</p> <p>Action: SSPB Group to contact AS/ SB to share any other feedback on the SEND Communication Update</p> <p>Action: SB / AS to bring back the agenda item for next meeting</p>	
8.	<p>Parent Carer Network update (JB)</p> <p>JB updated they shared the ToR with the network group. Collectively the group is to be in a position to discuss for their families (about 1000). They will look at the priorities and ask questions to the SSPB with an aim to get a response in 4 weeks time. This month they had discussions in 3 areas where they would want to know the plan in those areas by the next SSPB-</p> <ul style="list-style-type: none"> • Waiting list (SENDIASS/ CCHDT)- where are we? Reassurance • Sufficiency – what’s the plan B if we don’t have enough places? • SCILS team- request was made for the team to come to the parents networks meeting to share their information on supports <p>Action : SS to help addressing the actions from the the parents carers network meeting</p>	
9.	<p>Inclusion Charter Mark update (JW)</p> <p>JW briefly shared few points about the inclusion charter mark and mentioned its still in draft form. Consultations are ongoing with the parents carers group, school settings, health colleagues and voluntary organisations to make sure this is meeting the ask across the partnership. Schools are encouraged to collect credits, by meeting a number of key indicators selected by stakeholders across the local partnership.</p> <p>In the first year these focus on minimum standards set out in the SEND Code of Practice, as well as the level of engagement with the Local Area’s initiatives to help improve inclusive practice. Due to the differences between: Early Years settings, Mainstream settings, Resourced Provision settings, Special settings and Further Education settings, criteria will be specific to each and more informations are available on the pp attached to the meeting papers pack.</p> <p>RSh asked when are we finalising this Charter Mark and sharing with the parents?</p> <p>JW clarified due to robust co-production its taking longer than initial target and hopefully will finalise during summer time.</p> <p>Action: JW to keep updating on the Inclusion Charter Mark Progress (Ongoing)</p>	

10.	<p>Branding</p> <p>SS shared the branding photo which was co-produced and shared with the pack., However, if there was any concern/ other feedback on the Branding the board members could share them to SS/ NK. In the next few months SENDT&C would like to start using the branding with the SSPB's permission.</p> <p>Finally, the Branding was highly appreciated in the SSPB meeting.</p>	
11.	<p>Vital Signs</p> <p>As part of the transformation programme Vital signs are being co-produced with the families and the SEND ambassadors. Next step is to draft a proposal on what is the plan to share and when? And also to bring the key data to this board around those vital signs priorities to take the best decisions.</p> <p>Action: SS to share a draft Proposal on vital signs priority and timeline in March</p>	
12.	<p>Standing Agenda Item - SEND Support</p> <p>So far this academic period there was 8% increase in SEND support. Pupils with EHCP's have less suspensions compared to the same period last year, but those at SEN Support have increased. JW asked the group to share what they would like to see in terms of SEND support information in the SSPB meetings.</p>	
	<p>A.O.B N/A</p>	
	<p>Date of Next Meeting:</p> <p>28th March 2023 @ 1300 – 1500 Microsoft Teams</p>	
	<p>New Action:</p> <ol style="list-style-type: none"> 1. Action: JW, JB and other members of the parents carers network to meet and further develop the WSOA monitoring Family Friendly version. 2. Action : SSPB members to scope out the Peer Support/ PFBA work and support in extending this in future 3. Action: SSPB members to share their services / offer/ communications on the LO News letter to support the SEND families 4. Action: SSPB members to subscribe the SEND Newsletter and share with their colleagues and SEND parents carers 	

	<p>5. Action: SSPB members to send expressions of interest to JB to be part of a Sleep/behaviour task group.</p> <p>6. Action: SENDT&C to bring back 0-19 SEND only as future agenda (TBC)</p> <p>7. Action: JW to resend the edited version of the SEND Joint Commissioning Terms of Reference (ToR)</p> <p>8. Action: JW to share the PFA /transition data to SE/EL</p> <p>9. Action: Group to share feedback on the JSNA by 8th March 2023</p> <p>10.Action: SSPB Group to contact AS/ SB to share any other feedback on the SEND Communication Update</p> <p>11.Action: SB / AS to bring back the agenda item for next meeting</p> <p>12.Action : SS to help addressing the actions from the the parents carers network meeting</p> <p>13.Action: JW to keep updating on the Inclusion Charter Mark Progress (Ongoing)</p> <p>14.Action: SS to share a draft Proposal on vital signs priority and timeline in March</p>	
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