

**SEND Strategic Partnership Board**  
**Tuesday 19 July 2022**  
**13:00 - 15:00**

Present




Name	Organisation	Initials
Niall Devlin	Assistant Director – SEND and Inclusion, CBMDC <b>(Chair)</b>	<b>ND</b>
Julie Bruce	Manager, Parents' Forum <b>(Vice Chair)</b>	<b>JB</b>
Stu Barratt	Interim Strategic Manager – Integrated Assessment and Transformation and Compliance, SEND Services, CBMDC	<b>SB</b>
Kellie Williams		<b>KW</b>
Haider Ali Jan		<b>HAJ</b>
Julia Elliot	Designated Clinical Officer, Bradford District and Craven CCG	JE
Robena Sheikh	Parent Representative	RoS
Sharon Bowring	DMO Consultant Paediatrician, Airedale NHS Foundation Trust	<b>SBo</b>
Ruth Shaw	Senior Head of Strategy, Change and Delivery NHS Bradford District and Craven CCG	RS
Wendy Uttley	Coordinator & Trainer, Down Syndrome Training & Support Service	<b>WU</b>
Sally Skipper	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	<b>SS</b>
Joel Herbert	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	<b>JH</b>
Debbie Jowett	Team Manager, Bradford SENDIASS	<b>DJ</b>
Ian Morrel	Head Teacher, Titus Salt School	<b>IM</b>
Nazmun Khan	Business Support Officer, SEND Services, CBMDC	<b>NK</b>
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	<b>JW</b>
Lisa Brett	Head of Service, Early Help & Prevention and YJS	<b>LB</b>
Annette Jackson		<b>AJ</b>
Sarah Exall		<b>SE</b>
Phillippa McCann		<b>PM</b>
Dawn Lee	Assistant General Manager for Children at Bradford District Care Trust	<b>DL</b>
David Michael Firth		<b>DMF</b>

Apologies

Name	Organisation	Initials
<b>Peter Horner</b>	<b>Community Action/Young Lives Bradford</b>	<b>PH</b>
Diana Bird	Vice Principal, Shipley College	DB
<b>David Stephens</b>	<b>Service Manager CCHDT, Social Care</b>	<b>DS</b>
<b>Christina Holloway</b>	<b>Associate Director – Integrated Health &amp; Care, Bradford District and Craven CCG</b>	<b>CH</b>
<b>Andrea Walters</b>	<b>Head of Service – CCHDT (Second half of meeting)</b>	<b>AW</b>

Caroline Coady	Assistant Director, Council for Disabled Children ( <i>last part of meeting</i> )	CC
Ann Andrew	Head Teacher, High Park Special School	AA

Ref No	Action/Decision	Action Owner
1.	<p><b>Welcome, Introduction &amp; Apologies</b></p> <p>ND (the chair) welcomed everyone and an introduction took place. The apologies were also noted.</p>	
2.	<p><b>Notes of the last meeting / Matters Arising</b></p> <p>All the actions were discussed in the meeting and updated.</p>	
3.	<p><b>Warrington SLI update (KW)</b></p> <p>KW presented a ppt on the Warrington and Bradford SEND Sector Led Improvement Work and shared the context of the program. The focus of the SLI will be on Quality- overall key outcomes to improve the Quality of Children's lived experience.</p> <p>4 main key areas –</p> <ul style="list-style-type: none"> <li>- Scrutiny and Challenge</li> <li>- Quality of the EHC plans</li> <li>- Inclusions in Schools</li> <li>- Joint Commissioning- more specific areas waiting time, etc.</li> </ul> <p>The PPT will be shared after the meeting.</p> <p><b>Quality of the EHC plans-</b> KW mentioned that 100 EHC Plans have been evaluated against three key areas:</p> <ul style="list-style-type: none"> <li>- The extent to which the EHC Plan is accessible</li> <li>- Compliance with the Statutory Minimum Requirements set out in the Code of Practice</li> <li>- Compliance with the Principles set out in the Code of Practice</li> </ul> <p>Each EHC Plan has been evaluated against a set of descriptors contained in the EHC Plan Audit Form.</p> <p>KW shared the key findings and discussed the good practice example of EHC plans section by section. RS raised if the significant trauma would be included in Section D and suggested Sections E&amp; F should be linked with the other sections. KW agreed and mentioned children's needs, outcomes and provisions should be linked.</p> <p>JB raised concern about the scoring of the plans and KW mentioned the scores will be shared with the group soon. JB stated CDC plans are being used fundamentally.</p> <p>Both JW and JHe went to Warrington to look at the mutual plans. There were 6 recommendations discussed by KW.</p>	

	<p>Joint Commissioning- Initial scoping meeting took place in July 2022</p> <ul style="list-style-type: none"> <li>- Support for JSNA – commissioning intentions developed in partnership and collectively owned by Education, Health, and Care partners.</li> <li>- Other areas of support to be confirmed.</li> </ul>	
<p>4.</p>	<p><b>SEND Restructure</b></p> <p>  </p> <p>4b. Restructure - Rationale Integrated 4c. Restructure - Rationale Business 4d. Restructure - SEND TC.docx</p> <p>SB shared the attached SEND Restructure documents for the workstream meeting and discussed them comprehensively. He also shared feedback from the partners and the trade union.</p> <p>SBo appreciated the restructuring plan and shared a slight concern as health and Social Work need to keep pace with them. SB reassured and reminded that other services widening conversations are ongoing such as SENDIASS umbrella services etc and will have further discussions in September. How the complex and vulnerable children will be identified and looked after under the umbrella services raised by both WU and AJ. Edge children will be classified as complex and vulnerable children by definition, particularly children with any CP/ EHC/ Visual or Auditory impairment. The new team will manage those children and a review of their plans will take place on a monthly basis for those children under the complex and vulnerable children board.</p> <p>LB reminded SB about the work that DL’s team has already worked on and suggested being mindful while restructuring the new complex and vulnerable team roles. HAJ reassured SBo and promised to share their proposals that are being endorsed(by PLE and PLT).</p> <p><b>Action: The group to read the SEND Restructure papers over the summer and discuss back in September</b></p>	
<p>5.</p>	<p><b>Draft WSOA</b></p> <p>SB shared verbal updates on the draft sample of the WSOA which was shared. SB formally thanked the group members who shared their feedback.</p> <p>ND mentioned the working draft of the WSOA will be shared with DfE colleagues by Friday and they will provide feedback by the 11<sup>th</sup> of August.</p> <p>The new draft (working) will be shared in the next SSPB in September to finalise it before the submission on the 20<sup>th</sup> of September.</p>	

	<p><b>Action: SSPB Board to finalise the WSOA and submit the final WSOA on 20<sup>th</sup> September 2022</b></p> <p>DL reminded the group of the ongoing co-production / CYP plans and suggested working under the same goal. Both SB and SS reassured me they are working collaboratively with the CYP voice and linking them accordingly.</p> <p>JE echoed and suggested not to work in silos but rather to interlink all the SEND strategies around the CYP plans. ND reassured about the consistency and clarify that the SSPB will focus on partnership focus on impact-based plans and completing them rather than creating new plans and being unable to finish them.</p>	
<p><b>6.</b></p>	<p><b>SEND Masking in Schools (JW)</b></p> <p>JW updated the masking in schools proposal and shared the action plan which is a living document including 4 holistic areas-</p> <ol style="list-style-type: none"> <li><b>1. Definition of the Masking in Schools-</b> One-minute guide on masking in schools has been produced and uploaded on the LO for the parents' carers</li> <li><b>2. Support that parents and carers receive – sign posting/ professional advice</b></li> <li><b>3. Identified Masking- specific cases/ entire schools identifying what masking is and identifying them</b></li> <li><b>4. Issues around Mental Health-</b> raising awareness of the Thrive framework, also developing thrive school guidance and also one minute guide</li> </ol> <p><b>Action: JW to share the updates on Schools that are taking up the masking in schools training by the Skills team and the impact of that</b></p> <p>IM raised a question about the rag rating. He clarified it should reflect outcomes and impacts only. And also who holds an account of the masking in the school report action plan?</p> <p>JW clarified all the Action plans within the SEND Transformation &amp; Compliance team workstreams are rated as Red, Orange, Blue, and Amber color codings. ND clarified the definitions of the rag ratings are also included within the Action Plans.</p> <p>IM added there should be a separate panel to identify/scrutinise those action plan outcomes/ updates. From a school's perspective, IM needed to understand how did the scrutiny take place and where?</p> <p><b>Action: JW to add the definitions of the rag ratings within the Masking in Schools Action Plan</b></p> <p><b>Action: SENDT&amp;C to review the Governance Process of the workstreams</b></p>	

	<p>JE requested on team chat to undertake the reviews in partnership.</p> <p>RS raised how to confirm in the action plan that the masking in schools has escalated by the teachers considering the neurodiverse children's needs. JW clarified RD and other educational psychologists produce the draft school guidance and the thrive model ensuring the matrix of needs.</p> <p>DL raised school nursing need to be part of that planning.</p> <p><b>Action: JW to meet DL to make sure school nursing services are incorporated within the masking in the schools' action plan</b></p> <p>JE would welcome exploring the idea of the Lead Professional further as links into discussions regarding Specialist Nursing roles.</p>	
7.	<p><b>PFBA SEN Support - School Offer</b></p> <p>SEN Support- At the moment PFBA helping out 19 schools including 2 nursery settings.</p> <p>70 parents across these schools created a WhatsApp group and they met with each other.</p> <p>The parents' carers have varieties of queries around SEN, Health visitors, etc and in the future role of DISCO could help out answering them. JB suggested as an LA we need to focus on the start of the parents' carers and some of them could be even before the babies are born.</p> <p>Suggested for an SEN family hub – early intervention.</p> <p>ND appreciated the task mentioning that could be a national leading thing. It needs further consideration in embedding them.</p>	
8.	<p><b>Children/Young People Dynamic Support Co-Ordination</b></p> <p>In Bradford, the dynamic Support Co-ordination is quite unique as it has included the Social-emotional need as well as learning disabilities / autism/ ADHD in children. That's why the criteria are taking a long time to be defined. Launch documents will be coming out soon. Recordings are available for the professionals which are uploaded on the LO by NH. More parents carers events will be hosted soon. ND appreciated and addressed it as an extraordinary task.</p>	
	<p><b>A.O.B</b></p> <p>ND proposed to move forward the September meeting by a week to avoid any clash with the WSOA final submission to the DfE on 20<sup>th</sup> September.</p>	

	<p><b>Date of Next Meeting:</b>  <b>Tuesday 14 September 2022</b>  <b>13:00 – 15:00</b>  <b>Microsoft Teams</b></p>	
	<p><b>New Action:</b></p> <p><b>Action: The group to read the SEND Restructure papers over the summer and discuss back in September</b></p> <p><b>Action: SSPB Board to finalise the WSOA and submit the final WSOA on 20<sup>th</sup> September 2022</b></p> <p><b>Action: JW to share the updates on Schools that are taking up the masking in schools training by the Skills team and impact of that</b></p> <p><b>Action: JW to add the definitions of the rag ratings within the Masking in Schools Action Plan</b></p> <p><b>Action: SENDT&amp;C to review of our Governance Process</b></p> <p><b>Action: JW to meet DL to make sure school nursing services are incorporated within the maskingthe in schools action plan</b></p>	