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**MINUTES OF MEETING**

**SEND Partnership Assurance and Improvement Group (PAIG)**

**Date: Tuesday 23 January 2023**

**Time:**  **10:00-12:00pm**

**Location:** **Edwinstowe House**

**Co-chairs: Peter McConnochie / Nicola Ryan**

**Present:**

| **Name** | **Role** | **Organisation** |  |
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| Peter McConnochie  | Service Director, Education, Learning and Inclusion | Nottinghamshire County Council (NCC) | PM |
| Nicola Ryan | Deputy Chief Nurse  | Nottingham and Nottinghamshire Integrated Care Board (ICB) | NR |
| Michelle Wilson  | Associate DCO for SEND | Nottingham and Nottinghamshire ICB | MW |
| Orlaith Green | Group Manager, Psychology, and Inclusion Services | NCC | OG |
| Laura Redfern | Parent / Carers | Nottinghamshire Parent Carer Forum (NPCF) | LR |
| Mark Dale | Principal and Chief Executive  | Portland College and Pollyteach School | MD |
| Gareth Degenhart | Managing Director | The Lime Trees Nurseries | GD |
| David Phillips | Head Teacher | Chilwell School | DP |
| Sandrina Mapletoft | Group Manager, Adult Social Care and Health | NCC | SM |
| Diane Blood | Parent / Carers | NPCF | DB |
| Adrian O’Malley | Director of Education | R.E.A.L. Education Ltd | AOM |
| Amy Eagle | Care Group Director  | Nottinghamshire Healthcare NHS Foundation Trust | AE |
| Chris Jones | SEND Strategic Lead | NCC | CJ |
| Sarah Dalgress | SEND Improvement Programme Business Administrator  | NCC | SD |
| Stephanie Astil | Headteacher | High Oakham  | SA |
| Dr Emma Fillmore | Consultant Paediatrician, Divisional Director Family Health  | Nottingham University Hospitals NHS Trust | EF |
| Lisa Nixon | Safeguarding Lead (& Named Nurse for Safeguarding Children and Young People) | Sherwood Forest Hospitals NHS Foundation Trust | LN |
| Damian Murphy-Clarke | Parent / Carer | NPCF | DMC |
| Nicky Palmer | Early Years Strategic Manager | NCC | NP |
| Helen Lappin | Deputy Head of Children's Commissioning and Transformation | Nottingham and Nottinghamshire ICB | HL |
| Margaret Lane | Head of Additional Learning Support and Designated Safeguarding Officer | Nottingham College | ML |

**Apologies:**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** |  |
| Laurence Jones | Service Director, Commissioning and Resources | NCC | LJ |
| Sophie Eadsforth | Group Manager, Looked After Children, Leaving Care & Fostering Services | NCC | SE |
| Karon Foulkes | Head of Maternity & Children's Commissioning and Transformation | ICB | KF |
| Becky Sutton | Chief Operating Officer  | Nottinghamshire Healthcare NHS Foundation Trust | BS |
| Maxine Bunn | System Delivery Director  | ICB | MB |
| Ainsley Macdonnell | Service Director, Adult Social Care and Health | NCC | AM |
| Catherine Connolly | Manager | SENDIASS (ASK US) | CC |
| Jamie Hutchinson | Head Teacher | Foxwood Academy | JH |
| Michelle Sherlock | Designated Clinical Officer | ICB | MS |
| Laura Chum | Divisional Nurse Children and Neonates | Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust | LC |
| Lynda Poole | Group Manager, Integrated Children’s Disability Service | NCC | LP |
| Andrew Board | Head Teacher | Carnarvon Primary School | AB |
| Helen Bray | Director of SEND | East Midlands Education Trust | HB |

| **No** | **ITEM** |
| --- | --- |
|  | **Welcome, Introductions & Apologies** Peter McConnochie welcomed members to the meeting and introductions were made. Apologies were noted. |
|  | **Minutes from previous meeting 12/12/2023.**  * The Chair advised the Group that the minutes are not intended to be a set of verbatim minutes and are set to capture the key points of discussions and any actions that arise. This was agreed by all.
* It was questioned that in the previous meeting the DfE colleague had commented that they had not seen the BRAG, however the Chair were advised the DfE have seen many versions of the BRAG at different times of the improvement journey.

**Action Log.*** It was agreed that ‘ASAP’ was not a smart action and deadline dates should be added.

**ACTIONS:** 1. **SD to remove ASAP to actions and add dates to the Action log.**
2. **SD to circulate SEND programme Glossary to the Group with the minutes.**
3. **Feedback from Stocktake will come the March PAIG when this is provided by DFE.**
4. **Summaries of all 6 improvement outcomes to come to the group once produced through the improvement work programme.**
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|  | **Purpose/ My Part/ Success Activity Outcomes** Peter McConnochie presented this item and shared a summary of the activity from the first meeting of the PAIG in December 2023.It was stressed to the Group that agenda items are welcome from members with any applicable papers provided in advance. This could include what is going well in a setting and or a CYP’s story to understand the impact on children, young people, and families In Nottinghamshire.  |
|  | **PAIG Dataset** Chris Jones presented this item. The draft data set is for the PAIG has been developed using the 6 draft outcomes that came from the RISE events. The outcomes are currently out for consultation across the Local area for feedback, this will close on 31st January and the report will come to March’s PAIG. The discussion was opened to the Group to discuss what should be included In the PAIG dataset. The Groups suggestions are listed below:* Needs to include both School exclusions and suspensions.
* Including ‘what’s good- Is this up or down.’ Also what is the trajectory?
* Outcome 2 - should include Elective Home Educated children and young people.
* Information about the use of part-time timetables.
* Independence can also be monitored through monetary independence and sexual health.
* Should incorporate the graduated response and it was suggested that these children and young people can be identified through a pool of money put aside for this cohort.
* Outcome 4 - Should include the percentage of under 5 years with ‘good development’.
* It should include if harm is caused when a child or young person is waiting. This should be triangular date- what age is the child?
* Needs to include more information for over 18’s and we can approach colleges for this information.
* A suggestion was to include if all families that are eligible to apply for funding as this will help to identify the over 18’s cohort on the PIP form.
* Waiting for a special needs place- What does that look like, Is the CYP still in education, are they at home, are they being tutored.

After discussion on potential indicators the following points were discussed.* The worry was stressed on how often families will need to be surveyed and how do we capture a wider range of responses.
* It was discussed that it is important not to miss opportunities for feedback and as a partnership we need to be ensured the voice we are getting is representative and not a burden on families. Schools can collate a lot of this information, but it needs to be reported in the same way.
* It is an option to workshop this work and split off to smaller groups to discuss further.

**ACTIONS:*** **There will be a report from the feedback of the outcomes brought to March’s PAIG.**
* **The group was requested to email any further dataset suggestions together with the data source and data owner.**
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|  | **Delegated Healthcare Tasks in Schools and Transport**Michelle Wilson presented this item, and this was then discussed by the Group. The following comments were made.* The Chair agreed this has been brought up by Heads and is an ongoing issue.
* A suggestion was made that tasks needs nursing oversight not nursing delivery.
* It was confirmed that this does impact on parent and carers lives especially when children and young people not able to attend school. The reason for lack of staff could be down to the turnaround of arranging training or schools not wanting to take on the responsibility for the tasks.
* A suggestion was made instead of system wide training could we look at a specialist workforce. It was added that this may not be an option as the needs are increasing and it is not a static cohort, and the numbers cannot be predicted easily.
* A group member advised It has been a long on gong issue and suggested if there is a way, we can learn from what has been tried before and see what has not worked and what can help this succeed.
* It was discussed that it can be inexpensive if recruiting healthcare assistants instead of learning assistants, however, it was advised there is difficulty recruiting these staff. There must be more training and more support for these TA’s and flexibility given to look after the child.
* The Group were advised the healthcare tasks are completely different when there has been a transition to adulthood.
* Short breaks are also not being able to happen when training for healthcare tasks isn’t provided.
* Similar areas and models that work have nurses in school.
* A working group will be set up with an independent facilitator to take this forward.

**Delegated ACTION:** * **The Chair requested that the Group email the improvement mailbox if they are interested in joining the workgroup.**
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| **6.** | **Brief Items:**Chris Jones presented this item. **Development of SEND Strategy*** Engagement events will be taking place over 2 weeks during in March 2024. There will be 5 Face to face events and 1 online event. We would like to reach the wider population of colleagues who are involved with children and young people with SEND.
* There is the follow up to the RISE programme work and all the PAIG members will be invited. The online session will be held on 26 February.

**Parent / Carer Survey – March 2024*** The first survey was sent out 2022 and this was co-produced with PCF. The next one has been based of the OFSTED survey to allow us to benchmark ourselves.
* There is a view to do another survey in 12/18 months.
* As a group we need to own the results and be able to initiate actions in response to the survey’s findings.
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| **7.**  | **Any Other Business*** It was raised that school SENCOs feelings are not the same as BRAG rating and a group member felt it would be important to have time to discuss the BRAG and where the scores have come from.
* A group member shared a success story – In 5 ½ months a child had received an autism diagnosis.

**ACTION:** * **BRAG on a page to be discussed at future meetings.**
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| **8.** | **Close** - the meeting closed at 12.05pm. |

**PAIG meeting schedule**

The meeting dates are currently scheduled as follows:

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| **Date** | **Time** | **Location** |
| Monday 18th March 2024 | 10:30am-12:30pm | Edwinstowe House, Sherwood Room |
| Monday 13th May 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Tuesday 2nd July 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Monday 30th September 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Tuesday 19th November | 1.00pm-3.00pm | County Hall, Rufford Suite |