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**MINUTES OF MEETING**

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

**Date: Monday 18 March 2024**

**Time:**  **10:30-12:30pm**

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

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

**Present:**

| **Name** | **Role** | **Organisation** |  |
| --- | --- | --- | --- |
| 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 |
| Laura Redfern | Parent / carer | Nottinghamshire Parent Carer Forum (NPCF) | LR |
| Mark Dale | Principal and Chief Executive | Portland College and Pollyteach School | MD |
| David Phillips | Head Teacher | Chilwell School | DP |
| Diane Blood (online) | Parent / carer | Nottinghamshire Parent Carer Forum (NPCF) | DB |
| Adrian O’Malley | Director of Education | R.E.A.L. Education Ltd | AOM |
| Lisa Nixon | Safeguarding Lead (& Named Nurse for Safeguarding Children and Young People) | Sherwood Forest Hospitals NHS Foundation Trust | LN |
| 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 |
| Ainsley Macdonnell | Service Director, Adult Social Care and Health | NCC | AM |
| Jamie Hutchinson | Head Teacher | Foxwood Academy | JH |
| Michelle Sherlock | Designated Clinical Officer | Nottingham and Nottinghamshire ICB | MS |
| Laura Chum | Divisional Nurse Children and Neonates | Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust | LC |
| Andrew Board | Head Teacher | Carnarvon Primary School | AB |
| Helen Bray | Director of SEND | East Midlands Education Trust | HB |
| Dr Tabitha Randell | Consultant in Paediatric Endocrinology and Diabetes & Deputy Divisional Director | Nottingham University Hospitals NHS Trust | TR |
| Joseph Sullivan (Deputy for Amy Eagle) | Directorate General Manager – Children, Families & Specialist Services Care Unit | Nottinghamshire Healthcare NHS Foundation Trust | JS |
| Chris Jones | SEND Strategic Lead | NCC | CJ |
| Sarah Dalgress | SEND Improvement Programme Business Administrator | NCC | SD |

**Apologies:**

| **Name** | **Role** | **Organisation** |  |
| --- | --- | --- | --- |
| Dr Emma Fillmore | Consultant Paediatrician, Divisional Director Family Health | Nottingham University Hospitals NHS Trust | EF |
| Sophie Eadsforth | Group Manager, Looked After Children, Leaving Care & Fostering Services | Nottinghamshire County Council (NCC) | SE |
| Amy Eagle | Care Group Director | Nottinghamshire Healthcare NHS Foundation Trust | AE |
| Karon Foulkes | Head of Maternity & Children's Commissioning and Transformation | Nottingham and Nottinghamshire Integrated Care Board (ICB) | KF |
| Maxine Bunn | System Delivery Director | Nottingham and Nottinghamshire Integrated Care Board (ICB) | MB |
| Lynda Poole | Group Manager, Integrated Children’s Disability Service | Nottinghamshire County Council (NCC) | LP |
| Catherine Connolly | Manager | SENDIASS (ASK US) | CC |
| Stephanie Astil | Headteacher | High Oakham | SA |
| Sandrina Mapletoft | Group Manager, Adult Social Care and Health | Nottinghamshire County Council (NCC) | SM |
| Gareth Degenhart | Managing Director | The Lime Trees Nurseries | GD |
| Orlaith Green | Group Manager, Psychology, and Inclusion Services | Nottinghamshire County Council (NCC) | OG |
| Damian Murphy-Clarke | Parent / Carer | Nottinghamshire Parent Carer Forum (NPCF) | DMC |

| **No** | **ITEM** |
| --- | --- |
|  | **Welcome, Introductions & Apologies**  Peter McConnochie welcomed members to the meeting and introductions were made. Apologies were noted. |
|  | **Minutes from previous meeting 23/01/2024**  Minutes were signed off as an accurate account.  **Action Log -** Agreed. |
|  | **SEND Improvement Programme - BRAG on a PAIG**  Several questions were asked by members:  **Outcome 1 -** **Comprehensive review of the operating model**  It was felt it that sight of the review would be helpful for schools and SENCOs. It would also be useful to know who was involved in the review and what changes have resulted to the EHCP process.  **Outcome 2 - Annual reviews**  It was noted that there has not been EHCP Caseworkers attending annual reviews and all conversations are being undertaken by the school and it would be helpful to have ICDS represented. ICDS have been invited to annual reviews but with no response and there needs to be clarity of their involvement.  The BRAG referred to the number of SENCos leaving. Is the partnership able to provide the source and evidence of the numbers?  Contacting ICDS EHC co-ordinators is not always easy. Is there a single point of contact. Schools are not informed when EHC co-ordinators are changed which does not help with communications.  **Outcome 5** **– Neurodevelopmental Support Team**  It was raised that there is a reference to waiting times being reduced however it is still a very long time.  **Cost of improvement activities**  The BRAG does not include any costs associated with the improvement activities.  **ACTIONS:**   1. **Report on the EHC Operating Model and Annual Reviews to be added to the May meeting of the PAIG.** 2. **The issue of costings to be escalated to the SEND Executive Leadership Group.** |
|  | **Datasets**   1. **SEND Improvement Board Dataset**   Chris Jones presented item. It was advised this dataset will be updated for each improvement board (6 weekly). It was noted that significant measures were still not available. In some cases the data is not available, or the data is not yet in the format suitable for reporting. The SEND Improvement Board had welcomed the dataset.  It was suggested that it would be useful if the dataset included a comparison showing where the partnership was at the time of inspection. In addition, it was noted that much of the data refers to percentages and it would be useful if numbers were also available so that volumes of work could be better understood.   1. **PAIG Dataset**   Since the last meeting the changes recommended had been added i.e. whether an increase is good or bad, the source and ownership of the data. The impact measures within the dataset are largely yet to be developed and are a key action for services to deliver with the SEND Improvement Programme.  **ACTIONS:**   1. **Issues raised about the SEND Improvement Board’s Dataset will be escalated to the SEND Executive Leadership Group.** 2. **Any additional comments / suggestions about the PAIG dataset to be sent to Chris Jones by 8 April 2024.** |
|  | **Interim SEND Strategic Action Plan (2023-2024)**  Chris Jones introduced the 6 priorities which form the interim SEND Strategic Action Plan. A new Plan will be developed for the new SEND Strategy later this year.  There was discussion about who is included in the sixth priority; the ‘SEND Workforce’. It was agreed that is none specialist settings that this would include all staff. The priority and associated actions aim to create a standard training offer to all staff utilising existing resources across the partnership. **HB** advised that she is happy to share her SENCO induction pack.  It was suggested that we could have a deeper dive into a priority at each PAIG meeting.  **ACTION:**  **Interim SEND Strategic Action Plan to be considered at future PAIG meetings (July 2024 onwards)** |
| **6.** | **Outcomes-based Strategy – our 6 outcomes**  Chris Jones presented the item and advised the group that feedback has been collated through the survey outcomes and 6 engagement events with parents/ carers, education, health, and local authority colleagues. Using the feedback the PAIG discussed each outcome in turn. The PAIG agreed the outcomes will be:   * I need to be listened to and heard. * I need to be the healthiest I can be. * I need to be safe and feel safe. * I need to be accepted and valued by people I trust. * I need to be prepared for my future. * I need to enjoy life and have fun. |
| **7.** | **Self-evaluation Framework (SEF)**  Chris Jones presented the item. The SEF needs to be developed as a partnership document and owned by the PAIG.  Currently in the region, the Directors of Children Services (Local Authorities) have asked the School Development Support Agency to lead on a regional project to support the development of local area SEFs. To support this work there is a workshop (via MST) on 17 April 2024.  **CJ** requested if colleagues would like to attend this, to email the SEND Improvement mailbox and/ or be involved in a subgroup to develop the Self-evaluation Framework. It is important that the subgroup has representation from all sectors.  **ACTION:**  **PAIG members to email if they would like to attend the workshop and be involved in the development of the Self-evaluation Framework.** |
| **8.** | **SEND Newsletter suggestions.**  The local area produces a e-SEND newsletter every half term. The next one is due out later this week. Articles for the newsletter are limited to 75 words with links to supporting documents. Articles can cover anything related to SEND. The primary audience for the newsletter is parents and carers. It was suggested that what the PAIG does or has discussed should be included in the newsletter.  **ACTION:**   1. **The template for articles and submission deadlines will be circulated to PAIG members.** 2. **PAIG members to email any newsletter suggestions to** [**send.improvement@nottscc.gov.uk**](mailto:send.improvement@nottscc.gov.uk) |
| **9.** | **Any Other Business** – there was no other business. |
| **10.** | **Close** - the meeting closed at 12.32pm |

**PAIG meeting schedule:**

The meeting dates are currently scheduled as follows:

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| --- | --- | --- |
| **Date** | **Time** | **Location** |
| Monday 13 May 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Tuesday 2 July 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Monday 30 September 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Tuesday 19 November 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |