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**MINUTES OF MEETING**

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

**Date: Tuesday 12 December 2023**

**Time:**  **12:30-2:30pm**

**Location:** **Rufford Suite, County Hall**

**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 Sherlock | Designated Clinical Officer | ICB | MS |
| Orlaith Green | Group Manager, Psychology, and Inclusion Services | NCC | OG |
| Sophie Eadsforth | Group Manager, Looked After Children, Leaving Care & Fostering Services | NCC | SE |
| Mandy Stratford | Early Years Strategic Manager | NCC | MS |
| Laura Redfern | Parent / Carers | Nottinghamshire Parent Carer Forum (NPCF) | LR |
| Margaret Lane | Head of Additional Learning Support and Designated Safeguarding Officer | Nottingham College | ML |
| Lynda Poole | Group Manager, Integrated Children’s Disability Service | NCC | LP |
| Laura Chum | Divisional Nurse Children and Neonates | Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust | LC |
| Mark Dale | Principal and Chief Executive  | Portland College and Pollyteach School | MD |
| Jamie Hutchinson | Head Teacher | Foxwood Academy | JH |
| Helen Bray | Director of SEND | East Midlands Education Trust | HB |
| Gareth Degenhart | Managing Director | The Lime Trees Nurseries | GD |
| Andrew Board | Head Teacher | Carnarvon Primary School | AB |
| 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 |
| Gemma Foster | SEND Case Manager | Department for Education | GF |
| Rebecca Hogan | SEND Professional Adviser | Department for Education | RH |

**Apologies:**

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| **Name** | **Role** | **Organisation** |  |
| Laurence Jones | Service Director, Commissioning and Resources | NCC | LJ |
| Karon Foulkes | Head of Maternity & Children's Commissioning and Transformation | ICB | KF |
| Becky Sutton | Chief Operating Officer  | Nottinghamshire Healthcare NHS Foundation Trust | BS |
| Lisa Nixon | Safeguarding Lead (& Named Nurse for Safeguarding Children and Young People) | Sherwood Forest Hospitals NHS Foundation Trust | LD |
| Ainsley Macdonnell | Service Director, Adult Social Care and Health | NCC | AM |
| Maxine Bunn | System Delivery Director  | ICB | MB |
| Catherine Connolly | Manager | SENDIASS (ASK US) | CC |
| Damian Murphy-Clarke | Parent / Carer | NPCF | DMC |
| Dr Emma Fillmore | Consultant Paediatrician, Divisional Director Family Health  | Nottingham University Hospitals NHS Trust | EF |
| Jo Cook | Head Teacher/SENCO  | Hallcroft Infant and Nursery School | JC |

| **No** | **ITEM** |
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|  | **Welcome, Introductions & Apologies** Peter McConnochie welcomed members to the meeting and introductions were made. Apologies were noted. |
|  | **Purpose, Picture, and Part** Q1.  What do you think the purpose of the PAIG to be?Q2.  What will success look like for the PAIG?Q3.  What will be your part in the success of the PAIG?Group members were asked to consider the above three questions. Responses were collected, and feedback has been added to the attached document to these minutes. **ACTION: Collated responses to be circulated after the meeting.** |
|  | **Update on SEND Improvement Priority Action Plan** Peter McConnochie presented this item providing an overview of the SEND improvement journey to date.MD questioned if there is baseline data? MD was encouraged to hear there has been a great deal of operational activity however would still like to see things moving faster. MD suggested the Group should see this data, particular lived experience.PM advised that we do have baseline data and trajectories for improvement and agreed that we need to be sharing these. PM advised the PAIG needs a shared dataset to provide a shared oversight and to look at this at every meeting. AOM highlighted the improvement plan dates and asked if this has been reviewed. AOM questioned if there is an updated RAG rating to show progress towards the plan to allow the Group to give assurance and to show the Group where we are now. JH questioned if the PAP has already been rag rated. PM advised the document has been rag rated.AOM questioned can the outdated names be changed in the Priority Action Plan. PM advised his understanding was that due to this being signed off by Ofsted / CQC this was a fixed document. PM advised that there is a modified version for day-to-day use with updated names included. JH asked if the costs associated with the improvement programme could be included including where the money is coming from?NR advised from a health perspective it would be beneficial to look at costing as a joint piece of work. NR advised there has been a data analyst employed who is working closely with NCC colleagues to build a data dashboard to understand where we are and how we are going to get there. NR advised there is now clearer data on waiting times.RH advised it is important to look wider than the inspection and remember the holistic perspective. CJ advised he sees the PAIG as a group that can give assurance to the SEND Improvement Board. The brief for the PAIG is much wider than the 2 Priority Action areas and this will be reflected in the outcomes-based strategy.MD felt it is important not to get lost in the complexity. The way MD has done this previously is to have key beacon indicators to show ‘are we getting somewhere.’ There is a danger of overcomplicating it.RH advised it is important to utilise the data- this will show the biggest priorities.LF would like to see the data readily available and not to feel like an inconvenience to ask for the data. ML added a lot of the data is based on children with EHCP and we need to capture the children not on EHCP as these children needs a lot more support than they are currently receiving. HB agreed this is the same scenario as in secondary settings. OL advised that this is the part of the improvement plan that she is leading on, thinking of the whole SEND population and not just children and young people with EHCPs. In terms of short-term process there is increased capacity in key teams and better efficiencies and there has been a leap in performance, and we are more in line now with the national situation of challenge – strain in the services, SEND funding and at this point we need to be operating as a partnership, having an efficient dataset, and talking and sharing information also looking at where the gaps are as a partnership. MD would like to see more funding for mainstream schools. AB advised the problem is that Nottinghamshire has a very different approach to ECHPs and as a mainstream school it can be a struggle to explain this to parents when they can see other areas providing EHCPs. The needs of children and young people are much more complex than they have been before. PM emphasised that is why it is important to have an oversight of all children and young people with SEND. NR advised the Group that the SEND assurance matrix completed by the ICB is included in the papers. NR advised it has been useful to hear other areas challenges and feels it will be helpful to bring learning from this into the PAIG. JH stated that although he feels it is important to benchmark ourselves against other parts of the country, we should aspire to be better than average. PM agreed that we should always strive to be the best and feels we are now in a place that we are focussed on improvement and collectively we need to know what is working well and collectively putting the challenge in place. **ACTION*** **Presentation slides to be circulated after the meeting.**
* **Updated PAP – to be brought to the PAIG.**
* **BRAG on a page to come to every PAIG meeting.**
* **A joint piece of work around costings.**
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|  | **Terms of Reference (ToR) for the PAIG** Peter McConnochie presented this item. PM highlighted to members that the ToR starts with the vison of the Local area partnership. Currently as a partnership we are developing an outcomes-based strategy, and this may lead to a change in the vision. The ToR Includes the membership which is much broader membership than previously with the SEND Accountability Board. PM highlighted face to face meetings has been chosen to strengthen relationships however views are welcomed from the Group if face to face is best. PM would welcome feedback on the Standard Operating Procedure within the ToR. What would we want to have sight on? what do we want to see at every meeting? what we want to see less frequently? AOM questioned if 6 months was regular enough to ensure we are keeping on track and having assurance. PM replied that the spotlight reports will be received each meeting and if we do not feel they are giving enough assurance we can look at this being changed.CJ said the meeting can take place away from County Hall to help accessibility though some venues would mean that a hybrid option is not available. Access to car parking would also need to be considered. LC felt it is important to meet face to face originally and then having an option to go to online but feels it either needs to be face-to-face or online and not hybrid. CJ advised we can put provisions in place for online meetings if the weather is bad. JH Suggested having an impact statement after each meeting, to discuss what the impact has been of each meeting. PM agreed with this.DB Advised that face to face is best and a north Nottinghamshire venue would be helpful. PM wanted to bring the Group’s attention back to the dataset and advised CJ has been working on the dataset. CJ As a result of the RISE support programme several outcomes will be consulted on shortly which will form the basis of our outcomes-based strategy for the PAIG and the dataset will be developed to measure the success of improving the outcomes for children and young people with SEND. The dataset will need to include several key indicators that demonstrate progress, these could be outputs/outcomes, but we will also include impact measures around the lived experiences of children and young people with SEND and their families. OG advised it would be useful as a group to look at operational data and cohort level data and being able to use that to evidence what we are doing in Nottinghamshire. We need to be able to tell the story of a child through data. As a group we may want to look at a theme for each meeting for example one meeting we could look at attendance. OG feels the important need for the next meeting would be having a baseline data for cohorts. LR felt it would be important to know how many parents and carers are requesting EHCP’s and knowing if this this reducing. Also knowing where our children end up, are they in employment and are we better in Nottinghamshire. MD advised we are not doing well in Nottinghamshire with SEND children in employment however we do not have all the data. PM advised it is important to look at what data is available now, split by cohort and what is our ambition for the future. NR requested that health data is brought to the next meeting. LC suggested as we do not want to keep looking at the national average could we look at what are our local ambitions. CJ agreed this is something that can be built into the data set. MD has seen examples of game changer ambition, and this worked well for these areas. PM advised this goes back to having an obsession that we track. **ACTIONS:*** **Presentation slides to be circulated after the meeting.**
* **All members to consider if face to face is best for meetings and ideas for alternative venues.**
* **Heath data to be brought to the next PAIG meeting.**
* **Building local ambitions into the dataset.**
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|  | **Co-Production and the PAIG** CJ explained that the Pioneers have agreed to be the voice of children and young people in Nottinghamshire for the PAIG. They have requested that the PAIG identifies areas of work for the Pioneers to be engaged with on behalf of the Group. **ACTION:** **All members to consider the ways in which the young pioneers can be involved in the PAIG.** |
| **8.** | **Any Other Business and Close**There was no other business and the meeting closed at 14.35. |

**PAIG meeting schedule**

The meeting dates are currently scheduled as follows:

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| **Date** | **Time** | **Location** |
| Tuesday 23 January 2024 | 10.00am -12.00pm | Edwinstowe House, Sherwood Room |
| Monday 18 March 2024 | 10:30am-12:30pm | Edwinstowe House, Sherwood Room |
| Monday 13 May 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |
| Tuesday 2nd July 2024 | 1.00pm-3.00pm | County Hall, Rufford Suite |