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****

**MINUTES OF MEETING**

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

**Date: Monday 13 May 2024**

**Time:**  **1:00pm- 3:00pm**

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

**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 |
| Adrian O’Malley | Director of Education | R.E.A.L. Education Ltd | AOM |
| Margaret Lane | Head of Additional Learning Support and Designated Safeguarding Officer | Nottingham College | ML |
| Helen Lappin | Deputy Head of Children's Commissioning & Transformation | Nottingham and Nottinghamshire ICB | HL |
| Jamie Hutchinson | Head Teacher | Foxwood Academy | JH |
| Michelle Sherlock | Designated Clinical Officer | Nottingham and Nottinghamshire ICB | MS |
| Andrew Board | Head Teacher | Carnarvon Primary School | AB |
| Joseph Sullivan (Deputy for Amy Eagle) | Directorate General Manager – Children, Families & Specialist Services Care Unit | Nottinghamshire Healthcare NHS Foundation Trust | JS |
| Dr Emma Fillmore | Consultant Paediatrician, Divisional Director Family Health  | Nottingham University Hospitals NHS Trust | EF |
| Orlaith Green | Group Manager, Psychology, and Inclusion Services | Nottinghamshire County Council (NCC) | OG |
| Damian Murphy-Clarke | Parent / Carer | Nottinghamshire Parent Carer Forum (NPCF) | DMC |
| Ainsley Macdonnell | Service Director, Adult Social Care and Health | NCC | AM |
| Chris Jones | SEND Strategic Lead | NCC | CJ |
| Sarah Dalgress | SEND Improvement Programme Business Administrator  | NCC | SD |

**Apologies:**

| **Name** | **Role** | **Organisation** |  |
| --- | --- | --- | --- |
| Diane Blood | Parent / carer | NPCF | DB |
| 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 |
| Laura Chum | Divisional Nurse Children and Neonates | Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust | LC |
| Karon Foulkes | Head of Maternity & Children's Commissioning and Transformation | Nottingham and Nottinghamshire Integrated Care Board (ICB) | KF |
| Gareth Degenhart | Managing Director | The Lime Trees Nurseries | GD |
| 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 |
| Lisa Nixon | Safeguarding Lead (& Named Nurse for Safeguarding Children and Young People) | Sherwood Forest Hospitals NHS Foundation Trust | LN |
| 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. |
|  | **Voice of Young Person** A video titled ‘Wrong Size Fits All’ A film from IMPACT about young peoples' experiences of school was shown to the group.  |
|  | **Minutes from previous meeting 18/03/2024** Minutes were signed off as an accurate account. **Action Log -** Agreed. |
|  | **Risk and issues log for the PAIG** Michelle Sherlock advised that this process has been approved by the SEND Executive group.**ACTIONS:****MS to design the risk log and bring an exception report to PAIG.**  |
|  | **Draft SEND Strategy** Chris Jones and Michelle Sherlock presented the draft SEND Strategy. * The Group agreed revised vision for the Strategy and local area partnership.
* It was suggested that the local area profile should come after children, young persons, and Parent/ carers voice.
* It was suggested the outcomes come before the voice and vision.
* The following comments were made when discussing the comments from Parents/Carers, Children and Young People:
* The inclusion of negative comments within the strategy was questioned.
* It was suggested the foreword come from Children and Families.
* It was asked if more context can be provided on the negative comments.
* It was stressed that it is important to be open and show change, to do this we need to listen and use the voices of all.
* It should be about telling an accurate story – it is a strategy to achieve something, and we should focus on how we use feedback to feed into the outcomes.
* It was agreed to link the comments to the individual outcomes to place them in context.
* It was agreed that the key priorities are removed as they are non-specific and that we have the outcomes, with key actions. The focus of the details should be in the strategic action / delivery plan.
* It was agreed that the final page of the strategy should include the SEND Local Offer, the Young People’s Local Offer, as well as the Glossary.

**ACTIONS:****SD to circulate the Key Action slide for all members to review and make suggestions especially where they felt there were gaps in the proposed actions by Thursday 23 May 2024.** **CJ MS to update the draft strategy following the suggestions outlined above and will be circulated to PAIG members for their final comments.**  |
|  | **Nottinghamshire SEND Self-evaluation framework.** The item was introduced by PM and the group were advised that there is not currently one in place. A new SEF will be required in advance of the Ofsted / CQC monitoring visit this autumn.Chris Jones and Michelle Sherlock presented the proposed SEF template to the group and advised this work will need completing over the next 3 months. It was advised, the aim was for the SEF to be short and succinct. * It was questioned if the SEF will be triangulated with the SEND Strategy, which it will be.
* It was suggested that highlights could be an evidence link to make the document smaller. It was suggested quotes be included through the document instead of the proposed highlight sections.
* The key points needed are areas for development and what is working well, how do we know it is going well and what our focus is for the next 12 months.
* It was advised we do have the previous SEF; however the preference is to start from scratch.
* There were concerns around the room that members may not have all the necessary information about their sectors to complete the template.

**ACTION:** **CJ and MS to set up a small coordinating group which will look to pull together the necessary information from across the local area.**  |
| **9.** | **Update on supporting medical needs for CYP in the community & transport.** Michelle Sherlock presented the item and a slide detailing quotes obtained. * The room felt that having something that is legally watertight would be the best option.
* The consensus of the Group was that Browne Jacobson was the best option.

**ACTION:****MS to email members to advise on the decision made to progress with Browne Jacobson and if to respond by exception if there was disagreement of other views.** **MS would then progress with seeking arrangements to commissioner the provider and get dates in the diary to take this work forward.**  |
| **10.** | **Report of EHCP process and Annual Reviews -** deferred due to availability of colleagues from ICDS to the PAIG meeting on 2 July.  |
| **11.**  | **Any Other Business** – there was no other business.* It was brought to the attention of the group that the BRAG needs to be looked at and discussed.
* A concern was raised that the agendas are too busy and that we are not having enough time to consider the important issues.
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| **12.** | **Close** - the meeting closed at 15.12pm |

**PAIG meeting schedule:**

The meeting dates are currently scheduled as follows:

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| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 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 |
| Monday 13 January 2025 | 10.00am-12.00pm | County Hall, Rufford Suite |
| Friday 21 March 2025 | 10.00am- 12.00pm | County Hall, Rufford Suite |