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**MINUTES OF MEETING**

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

**Date: Monday 30 September 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 |
| Jamie Hutchinson | Head Teacher | Foxwood Academy | JH |
| Michelle Sherlock | Designated Clinical Officer | Nottingham and Nottinghamshire ICB (NNICB) | MS |
| Andrew Board | Head Teacher | Carnarvon Primary School | AB |
| Maria Smith | Assistant Director of Children, Young People and Maternity | NNICB | MS |
| Orlaith Green | Group Manager, Psychology, and Inclusion Services | NCC | OG |
| Damian Murphy-Clarke | Parent / Carer | Nottinghamshire Parent Carer Forum (NPCF) | DMC |
| Chris Jones | SEND Strategic Lead | NCC | CJ |
| Sarah Beatty | SEND Improvement Programme Business Administrator | NCC | SB |
| Claire Sampson | Head of Integrated Children’s Disability Services | NCC | CS |
| Helen Bray | Director of SEND | East Midlands Education Trust | HB |
| Diane Blood | Parent / carer | NPCF | DB |
| Georgina Palmer | Forum Lead | NPCF | GP |
| Sue Batty | Service Director, Adult Social Care and Health | NCC | SB1 |
| Rhian Cope *(Attending on behalf of Joesph Sulliven)* | SEND Co-ordinator  Children’s, Families and Specialist Services Directorate | Nottinghamshire Healthcare NHS Foundation Trust | RC |
| Catherine Connolly | Manager | SENDIASS (ASK US) | CC |
| Laura Churm | Divisional Nurse Children and Neonates | Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust | LC |
| Simon Frampton | Head of Quality, Performance & Insights System Analytics, and Intelligence Unit (SAIU) | NNICB | SF |
| Sophie Eadsforth | Head of Looked After Children, Leaving Care & Fostering Services | Nottinghamshire County Council (NCC) | SE |

**Apologies:**

| **Name** | **Role** | **Organisation** |  |
| --- | --- | --- | --- |
| Amy Eagle | Care Group Director | Nottinghamshire Healthcare NHS Foundation Trust | AE |
| Maxine Bunn | System Delivery Director | NNICB | MB |
| Stephanie Astil | Headteacher | High Oakham School | SA |
| Louise Lester | Consultant in Public Health | NCC | LL |
| Lisa Nixon | Safeguarding Lead (& Named Nurse for Safeguarding Children and Young People) | Sherwood Forest Hospitals NHS Foundation Trust | LN |
| Dr Emma Fillmore | Consultant Paediatrician, Divisional Director Family Health | Nottingham University Hospitals NHS Trust | EF |

| **No** | **ITEM** |
| --- | --- |
|  | **Welcome, Introductions and Apologies.**  **Minutes**  The Minutes were agreed as an accurate copy.  **Actions arisen from previous meeting.**   * Action 23- Will be coming to the next meeting as an item by Jamie Hutchinson. * Acton 26- PM has taken this as an action and is going to Education, Learning, Inclusion Leadership Meeting. * Action 27- CJ to pick up with PCF around this.   **Risk Log.**  The Risk Log was discussed, it was agreed the risk on the risk log should remain. CJ advised the Group that the PAIG risk log has been merged with the system wide risk log which will still be visible to the PAIG. |
|  | **Voice of Young person**  **Actions:**   1. **SB to circulate the link to the Notts TV interview.** 2. **All members were asked to email SB if they have a voice of a young person to share at a future meeting.** |
|  | **Listening to the local area Partnership**  Highlights or Strengths and challenge from Health Colleagues include.   * LC advised that in the last year a SEND committee has been set up that runs wider than children’s services, this meets quarterly, and we have worked on patient experience and getting feedback, the challenge is identifying those with SEND. Next year we are working with Sport England to develop a sports event to run with schools. Last week we had a SEND week which we delivered a 10-minute training session that we have developed to give colleagues an overview of SEND, last year we were able to deliver this to 300 people. * RC advised that they are currently looking at the quality of the input of EHCPs and are linking in with LA to pull work through to improve the full process. Training is being given to all staff within Healthy Family teams and work is underway around Section 23 notifications. Staff training is being given for tribunals. * An email update was received from Tabitha at Nottingham University Hospitals Trust. We have recently appointed 5 new community consultant paediatricians and so this should significantly help turn around times for EHCP and also has increased capacity in the Children in Care team. This should also mean that we can start reducing the waiting times for autism assessments. The ICB has set up a Transition Group and we have asked that NUH look into appointing a Learning Disabilities nurse for children and young people (currently only have one for adults). Main challenges are around ongoing medication shortages for CYP with ADHD. * PM highlighted that it would be beneficial to look at the training that is being given to see if this is something that can be shared around the Partnership. MS advised this will also be covered as part of the workforce development of the Annual Delivery Plan. |
|  | **Data Dashboard**  Simon Frampton presented the CYP Data Dashboard and requested suggestions of data to add. Simon opened for questions:   * It was questioned if there is an index available to make searching for data easier? Answer: a data map and a search tool are being added. * It was requested if the word patient can be changed to child/ young person. Answer: this will be immediately changed. * It was questioned if there is a date stamp on the data? Answer: all the data has a date stamp. * It was questioned if the dashboard has historical data? Answer: the earliest data dates from January 2023 and all data will remain on the dashboard, as time progresses the data can be looked back on to compare. * It was questioned how wide this will be accessible and will this be public facing? Answer: this will not be public facing. * It was questioned if there are plans to link this with social care? Answer: there is social care data on the dashboard however if there is something else required it was advised to contact SF. * It was questioned if the dashboard will be available to pull data from individual schools? Answer: the data can be added unless it gives identifiable data for individual children. It was suggested that data could be pulled from Trusts instead of schools. * RC advised that they collect data around EHCPs by school which can be provided. * It was questioned if all members of the PCF would have access to the dashboard? Answer: all members of PCF that are part of the SEND Partnership governance will have access to the dashboard. * It was questioned who would hold schools accountable for the data from the dashboard and it was suggested this could include School governors. It was advised that there should be district level accountability which is being created following district engagement events. * CJ advised that a data set is being produced for PAIG to be able to look at the strategy and monitor the metrics we are trying to measure.   A discussion was held on the deep dive areas proposed in the report.   * The order runs in data availability. * It was agreed that the PAIG should first consider the demographics of the children and young people across the local area to better understand our cohort in November. * It was suggested that a data workshop would be beneficial to have more understanding around the deep dive areas. * It was agreed that there will be tracking of who has signed up for the dashboard. * The dashboard was endorsed by the PAIG.   **ACTION:**   1. **SB to share the access link to all members and all members are to sign up.** 2. **PM to discuss data workshops with SF.** 3. **SF to bring the data deep dive back to the PAIG in November.** 4. **SF to link in with ASK US to look at school data being added to the dashboard.** |
|  | **Brief EHCP update**  **Claire Sampson presented the report.**   * It was asked what the review of EHCP processes will look like. CS advised that a lot of work has already taken place and an internal review has already taken place, but work was then paused. The review will have two parts: the EHCP process and the redesign of the ICDS. This will include reaching out across the system including PAIG members for support. * It was stated that relationships with ICDS are primarily good, however the challenge is that they are not able to meet demand. The review will look at the increasing demand to better understand it. * It was noted that due to provision not being met it is felt that this was a reason why more EHCPs are being applied for. * It was highlighted that investment needs to go into mainstream schools. * It was stated that there is an increase in ECHPs in year 5 and year 6 ahead of secondary transition and it would be interesting for PAIG to see the data around this. * It was highlighted that traditionally in Nottingham it was advised that you do not need an EHCP unless you need a special school placement, however the loss of support services means that this has changed. It was stressed that schools are following the Journey map and then hitting a wall when it gets to needing outside services. * It was stated that there were many practical ideas suggested in the district events held with schools at the end of the Summer term. * The group were advised that some Broxtowe schools are currently implementing district working, they are pulling data and looking at the key issues. * It was advised that through EMET they are looking at their inclusion classrooms and it was stressed that in schools there is fantastic work going on however it comes down to money as to what can be put in place. * It was questioned if the improvement activity within ICDS would include looking at other LA’s. It was noted that all LAs were coming together on 16 October to look at SEND. The SEND consultants will also benefit with this as they have experience nationally and are able to bring that knowledge to their work within Nottinghamshire. |
|  | **Part-time timetable**  Diane Blood and Georgina Palmer presented the item.  It was opened to the group for questions.   * It was asked if they found that many families did not want the child to return to full time school? Answer: most families wanted their child to be back in full time education, however they could not see how this was going to be possible. * It was suggested that there should be rules and guidance put it place, that are adhered to when a part time timetable is implemented. * It was questioned if we could look at the trend between if the children part time timetables also have EHCP- The data looked very different between schools. * It was stated that schools will benefit from support and clarity around part time timetables. * It was questioned where this now needs to sit – The LA needs to have oversight and the Children Missing Education Board needs to have oversight of the data to put the challenge in place where there are issues. The next step is to bring together the Education, Learning and Inclusion Leadership Team and the PCF to look at the recommendations and what can be implemented.   **ACTION:**   1. **ELI Leadership Team to meet with the PCF to discuss further actions. This will then be brought back to the PAIG next term.** |
|  | **SEND Strategy Delivery Plan**  **Chris Jones and Michelle Sherlock presented the item.**  CJ advised this is the current annual delivery plan which runs until March 25. The challenge for the PAIG will be developing next year’s annual delivery plan. Going forward one option for the PAIG to consider is the establishment of working groups for each ot the outcomes.   * PM advised it was powerful to be able to give out the postcards at the Health and Wellbeing Board and he was able to challenge all attendees to look at the outcomes and see how they are implementing the outcomes in their role. * It was questioned if there will be an evidence pack that will show the actions from the delivery plan to see when we are hitting the expectations. Answer: in development the PAIG dashboard will provide the metrics for each outcome so progress can be measured.   **ACTION:**   1. **Next year’s delivery plan to be the main agenda item at the January’s PAIG meeting.** |
| **8.** | **Any Other Business**   * **New risks** * Oversight of part-time timetables will be added. * The existing risk around funding will be rewritten to reflect the whole system. * **DfE NHS England Deepdive Feedback** * The verbal feedback felt positive however the official feedback is not yet received. * **SEND Local Area Monitoring Inspection** * Monitoring visits have been paused. There will be an annual engagement meeting with Ofsted / CQC in the Autumn term. It will be important to bring the voice of the PAIG to Ofsted engagements.   **ACTION:**   1. **SB to circulate Deep dive feedback to all PAIG Members when this is received.** |
| **9.** | **Close** - the meeting closed at 15.00pm |

**PAIG meeting schedule:**

The meeting dates are currently scheduled as follows:

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| --- | --- | --- |
| **Date** | **Time** | **Location** |
| Tuesday 19 November 2024 | 1.00pm-3.00pm | Newstead Centre, Newstead Village |
| Monday 13 January 2025 | 10.00am-12.00pm | County Hall, Rufford Suite |
| Friday 21 March 2025 | 10.00am- 12.00pm | The Bridge Skills Hub, Worksop. |