

## SEND Improvement Partnership Board

<b>Date:</b>	Tuesday, 15 November 2022
<b>Location:</b>	Fortescue Committee Suite and Microsoft Teams
<b>Present:</b>	Trevor Doughty (chair), Shayna Stanbury (minutes), Cllr Andrew Ledbetter, Cllr Rob Hannaford, Cllr John Hart, Liz Davenport, Darryn Allcorn, Keith Thompson, Victoria Mitchell, Julia Bonell, Meg Booth, Damien Jones, Jackie Ross, Jan Spicer, Rachel Shaw, Rob Gasson, Jo Siney, Angie Sinclair, Tandra Forster, Dan Morrow, Dianne Rochford, Lisa Bursill, Vicky Hill, Amy Bickford, Rupa Parmar, Mark Tucker, Simon Winward
<b>Apologies:</b>	Hannah Pugliese, Eleri Taylor, Matthew Thrope, Paul Walker

No	Actions & Decisions	Who will action?
1.	<b>Welcome, Introductions &amp; Apologies</b> T Doughty welcomed the group and a round of introduction took place. T Doughty shared his previous work, he was the Director of Children's Services in Northumberland and Cornwall. In addition, a Department for Education (DfE) Commissioner for 3 local authorities and has also been children's improvement adviser for the Local Government Association.	
2.	<b>Review of the previous meetings minutes and actions.</b> Members agreed the minutes of the previous meeting. The action log was reviewed, and updates provided.	
3.	<b>Terms of Reference</b> The group agreed the terms of reference. J Ross informed the group the 4 areas of weakness, vision for children and young people and vision principles from Code of Practice and green paper have been added in. J Ross noted the breadth of board is wider than fulfilling the actions in the improvement plan. T Doughty suggested a smaller executive group is required to ensure the work/actions are being carried out in the action plan.	
4.	<b>Improvement Plan</b> PCFD raised SEND is everyone's business and it was difficult when trying to get the right people to contribute to the right parts of the plan at the right time. It is appreciated we have a big it's a big task ahead of us and it's important we pull much tighter together and work together better. We need to find a way to work well together cohesively across the board from professionals families and children and young people.  J Ross informed the group the DfE responded to the plan on 15 <sup>th</sup> November, there are not a huge amount of changes required and these are being looked at with partners.  J Spicer thanked those involved in the creation of the plan. It is now time to move on and get the planned delivered. J Spicer thanked T Doughty for taking on this board and suggested us working together can move this forward.  K Thompson informed the group of the points raised in the letter: <ul style="list-style-type: none"> <li>The plan was seen to be comprehensive, covering most areas raised by inspectors during the revisit.</li> </ul>	

	<ul style="list-style-type: none"> <li>The KPI's and success criteria need further work to ensure all stakeholders are aware of how the plan will be measured.</li> <li>The repetition in the plan needs to be removed.</li> <li>The area that has not been covered is the cultural shift required in Devon and how the partnership will work closely to ensure those shifts, how it will be encouraged and managed going forward.</li> <li>DfE are also keen to learn more about the role that children's social care colleagues played in developing the plan and their role in taking forward the actions listed.</li> </ul> <p><b>Action: The updated iteration of the plan to be shared at the next board on Tuesday 29<sup>th</sup> November.</b></p>	
5.	<p><b>Recruitment to Local Area Programme Manager</b></p> <p>J Spicer informed the group D Jones will be stepping up as the Senior Project Manager to lead on operational work, support J Ross with the SEND Improvement Plan and D Jones will have support from Project Officer in the organisation to deliver the deliverables and free time for J Ross to carry out strategic work.</p> <p>The group agreed this is an opportunity to reflect there needs to be a partnership in this context.</p>	
6.	<p><b>Half Day Workshop</b></p> <p>An agenda was developed by the Organisational Change team in Devon however due to reduced numbers it was agreed to postpone. The aim of this day was to look at how we work in partnership together and begin the cultural change.</p> <p><b>Action: S Stanbury to arrange new date.</b></p>	
7.	<p><b>Communications and Engagement</b></p> <p>It was raised communications is an area of weakness which needs further consideration.</p> <p>A small group of board members are going to meet to discuss a number of points and update the board at the next meeting.</p> <p>Members agreed to send out the below key messages following the board through the proposed interim reporting proposal. It was however agreed not to use the header in the gov delivery template but use the logos instead.</p> <ul style="list-style-type: none"> <li>Interviews of new permanent case officers.</li> <li>Key messages from the board meeting.</li> </ul>	
8.	<p><b>Workstreams</b></p> <ul style="list-style-type: none"> <li>Section A – Hannah Pugliese and Jackie Ross</li> <li>Section B – PCFD</li> <li>Section C – Jackie Ross</li> <li>Section D – Hannah Pugliese</li> </ul>	
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>S Stanbury has created a Teams site for the Board which will hold meeting papers and any documents related to the board. Invites to the site will be send out in the week if members do not/are having difficulties with access to inform S Stanbury.</li> <li>The group agreed to continue the fortnightly meetings for this year and have monthly meetings from January 2023. These are scheduled in.</li> </ul>	

**Date for Next Meeting:** Monday, 28 November 2022