

**SEND Improvement Partnership Board**

<b>Date:</b>	Tuesday, 29 November 2022
<b>Location:</b>	Fortescue Committee Suite and Microsoft Teams
<b>Present:</b>	Trevor Doughty (chair), Shayna Stanbury (minutes), Jan Spicer, Rachel Shaw, Cllr John Hart, Julia Bonell, Victoria Mitchell, Joanne Siney, Darryn Allcorn, Damien Jones, Louise Taylor, Meg Booth, Cllr Andrew Leadbetter, Paul Walker, Lisa Bursill, Jo Turl, Beverley Mack, Jackie Ross, Angie Sinclair, Amy Bickford, Mark Tucker, Dianne Rochford, Cllr Rob Hannaford, Simon Winward, Rob Gasson
<b>Apologies:</b>	Hannah Pugliese, Nicholas Crippa, Rupa Parmar.

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.	
2.	<b>Review of the previous meetings minutes and actions.</b> It was agreed the header of the minutes to state "Local Area" rather than Devon County Council as the board is in partnership as a local area. Members agreed the minutes of the previous meeting. The action log was reviewed, and updates provided.	
3.	<b>Educational Psychologists (EP)</b> It was previously agreed to pause the traded EP services until December however it has been suggested to extend this until February half term. EP's have reported they are making headway and are developing a business case about how they can increase the service offer so not to rely on interim.  The board raised being conscious about the damage that could have on traded services and the potential schools could look elsewhere to commission EP work. In addition, there are many children who are outside the education system and not in schools and all children need to be focused on, not just those in the initial assessment phase.  The board agreed to extend to February, subject to checking the financial position.	
4.	<b>Communications</b> V Mitchell raised a small group of board members met before the board and discussed areas on communications which need development, individual case communications, the local offer, service wide communications and going on a journey with schools and health. A meeting is being set up with a smaller group to begin setting out the work under section B and the workstreams. T Doughty suggested he is happy to sign off communications written in partnership with Devon, health and PCFD.	

<p><b>5. Updates and Accelerated Progress Plan</b></p>	<p>Following the letter from DfE the plan is being reviewed. Some of the actions are being slightly amended as well the KPI's. In addition, the success criteria is being lined up with what families told us and the plan is being developed to ensure it is accessible.</p> <p>J Ross shared the updated of the plan for sections A – C and B Mack shared updated section D.</p> <p>D Jones shared the timetable below for the plan, signing off routes and deadlines.</p> <table border="1" data-bbox="181 491 1960 703"> <tr> <td>05/12/2022</td> <td>Share revised SEND Improvement Plan / APP with the SEND Improvement and Partnership Board Inviting Feedback by the end of 06/12/2022</td> </tr> <tr> <td>07/12/2022</td> <td>Jackie Ross and PCFD work to amend plan following feedback from SEND Improvement Partnership Board</td> </tr> <tr> <td>08/12/2022</td> <td>SEND Improvement Plan (APP) shared with Jan Spicer, Jane Milligan, Lisa Bursill and Darryn Allcorn</td> </tr> <tr> <td>09/12/2022</td> <td>SEND Improvement Plan - agreed and sign off by Jan Spicer and Jane Milligan for submission to the DfE</td> </tr> <tr> <td>12/12/2022</td> <td>Submission to the DfE</td> </tr> </table>	05/12/2022	Share revised SEND Improvement Plan / APP with the SEND Improvement and Partnership Board Inviting Feedback by the end of 06/12/2022	07/12/2022	Jackie Ross and PCFD work to amend plan following feedback from SEND Improvement Partnership Board	08/12/2022	SEND Improvement Plan (APP) shared with Jan Spicer, Jane Milligan, Lisa Bursill and Darryn Allcorn	09/12/2022	SEND Improvement Plan - agreed and sign off by Jan Spicer and Jane Milligan for submission to the DfE	12/12/2022	Submission to the DfE	
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<p><b>6. Executive / Working Group</b></p>	<p>T Doughty suggested a smaller group (SEND Improvement Partnership Executive Group) who sits alongside the board and oversees the improvement plan process. Members will include T Doughty, J Ross, Programme Team, PCFD and a health lead. This group will meet before the next board.</p> <p>A new governance is being developed and will be shared with the group with the plan for feedback.</p> <p>The group discussed responding to the improvement plan and the next steps which included setting up the workstreams under the 4 areas. T Doughty agreed that the workstreams should now be set up to take forward the improvement plan and <b>(action) bring back to the next board meeting in December.</b></p>											
<p><b>7. AOB</b></p>	<ul style="list-style-type: none"> <li>A Bickford has organised a day on Monday for young people to share their views and feed into the board and their experience on the 4 areas.</li> </ul>											

**Date for Next Meeting:** Tuesday, 13 December 2022