

**Minutes of the Education SEND Group Meeting held on
Monday, 18 September 2017 in Room 1.02, Sans Souci**

Present:	Louise Minter (Chair) Julie Carter Jacque Nicholls Rachael Russell Fiona Edwards Nick Halligan Janette Smith Katy Pemberton Amanda Mordey Lynda Mackay Andrew Wilkins Charlotte Vale Diane Newton Andy Simms Hazel Clarke David Lewis Steve Fenton Ann Lowe Liz Egginton Paula Thompson Dawn Wayne Ann Pearson	Streetsbrook Infant & EY Academy Burman Infants Dickens Heath Primary Yew Tree Primary Windy Arbor Primary Park Hall Academy Alderbrook Academy Arden Academy Forest Oak/Merstone Knowle CofE Primary Hazel Oak Reynalds Cross Yew Tree Primary Hazel Oak SENDIAS TU Representative SMBC SMBC SMBC SMBC SMBC SMBC
Apologies:	Steve Barratt Antoinette Fisher Charlotte Shadbolt Ian Murray	Langley Academy Dorridge Primary Heart of England SMBC
Minutes:	Alison McWilliam	Forum Administrator

Item		Action
	AMc welcomed everyone to the first meeting of the new Education SEND Group and introductions were made around the table.	
1	Election of Chair and Vice-Chair LM was elected as Chair, Vice Chair will be elected at the November meeting.	Fwd Plan
2	Confirmation of Membership 2017/18 Members agreed that a PVI representative should be added to the membership and AMc will work to fill this position and the two head teacher vacancies (Primary Rural collaborative and Secondary Mosaic collaborative). In the meantime all collaboratives are well represented.	AMc
3	Terms of Reference 2017/18 AMc raised a few minor amendments to be made and an updated version is attached to the minutes.	Att.
4	Review of SSSAB SEND Minutes 15.6.17 SEND Audit – A request for all collaboratives to repeat this will shortly go out via SSSAB. EHCP Advice Templates – EL will email the paperwork to members later this term for their comments. MHFA training to Sixth Formers – Following concerns that the mental health of sixth formers could be adversely affected by taking on the worries of others through this programme, it will be imperative that schools have a rigorous process in place to decide which sixth formers are involved.	

	<p>AET – The Licence has been extended, funded from the High Needs Block.</p> <p>Review of SEND WG Minutes 20.6.17 Traveller Children – The criteria on how schools can access funding has been issued to schools. It is not known yet whether the support networks will be re-introduced. This item will form an agenda item for the November meeting. Transition – A T&F Group will be set up to draw up a Transition Policy. NH has agreed to join the group. Draft Parent Guide for Local Offer – This is being finalised and will be published shortly. Home to School Transport – Following the meeting, details were emailed to members.</p> <p>5 High Needs Block Monitoring – David Lewis/Steve Fenton <i>Reference 2017/18 Non-delegated High Needs Block Out-turn'</i> The 2017/18 HN budget has been increased by around £1m to reflect actual spend. Assuming there are no overspends, there will be an end of year contingency of £336k. The plan is to accrue a significant underspend in order to avoid any call on the Schools Block (allowed this year, but not under the NFF next year) and to build up money to fund the Free School from next year.</p> <p>6 Monitoring of Out-of-Borough Placements – Ann Lowe Following concerning data on outcomes and to provide a basis on which to hold settings to account, it was agreed some time ago that special school heads would support a programme of monitoring the progress of Solihull children in out-of-borough placements through visits to individual settings. However, there is a capacity issue to undertake the work and members agreed that a pool of people, including secondary reps was required. A set of protocols has already been drawn up based on the Peer to Peer review paperwork and these need to be developed into a pro forma. Information on the young people, the settings and costs involved is available and AP/SF will bring this to the November meeting. There is a commitment to carry out this important work, but there are questions over how much it will cost and how it will be funded. AM's visit to a school in Coventry was due to a whole-school safeguarding issue raised by Ofsted, rather than monitoring individual pupils. LE hopes to field termly visits to out-of-borough settings once the team is fully staffed. This subject will form an agenda item at the November meeting.</p> <p>7 First Planner – Ann Pearson <i>Reference 'SEND Projections' powerpoint presentation, copy attached to minutes.</i> Key points include:</p> <ul style="list-style-type: none"> • Data is based on actual figures between 2013 and 2016, so does not reflect this year's places. • SEND growth is rising at a faster rate than the general school population. We are seeing a decrease in mainstream placements and an increasing number of children requiring special school places. This is being felt in our special schools. • There is growth in independent special school placements in Solihull due to insufficient capacity in-borough. This increase is mirrored regionally and nationally. • If this cumulative growth through the system continues, it will result in a financial 'SEN timebomb'. • The biggest growth area at primary is ASC, (higher than regionally and nationally) and SEMH and MLD at secondary; these are the areas we are focusing on. • If we do nothing to put in more special school places, we will increasingly have to rely on out-of-borough placements. • We are commissioning more special school places than they have capacity. We cannot simply increase capacity at Northern House due to the PFI arrangement in place. • There is a need to look at creating additional space within the facilities we already have, otherwise our reliance on the independent sector will increase (we are already spending £1m at a single school for 20 pupils!) 	<p>Fwd Plan</p> <p>SF</p> <p>AP/SF</p> <p>Fwd Plan</p> <p>Att.</p>
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10	<p>LM confirmed that the March Heads' Partnership meeting is likely to focus on SEND.</p> <p>MHFA Training - Last year two members of staff from each school received the MHFA training. The next step is to arrange for all collaboratives to meet termly to ensure the work is embedded. There will be a cost implication which PT will work out and send to LM, with a view to putting in a request for funding.</p> <p>SLCN Programme - Julie Hackett is leading this and is working with Hilary Peace on producing a school audit tool. JH or HP to be invited to provide an update at the November meeting.</p> <p>Schools-led Model – A T&F group has been set up to consider what this might look like, in comparison to the current model. The group feels strongly that the current arrangement will be 'tweaked at the edges' rather than put fundamental changes in place. The group is looking to Hazel Oak Teaching School to add capacity and is considering how things will fit together in a coherent strategy.</p> <p><u>Transition</u> Following concerns raised by secondary colleagues about the number of children arriving at secondary with significant needs and no EHCP, a T&F group will be set up to review transitional arrangements. Although there are a number of reasons why children manage at primary, but not at secondary, LM is keen to have a clear Transition Policy drawn up setting out good practice, whatever the transitional phase. LE, NH, HC and CV all agreed to join the group, plus DW or Lisa Morris.</p> <p>Updates <u>0-25 Service – Ann Lowe</u> START team - Two more Plan Co-ordinators have been appointed and the team is now on track for completing conversions by 31 March 2018. It is also in a position now to identify which young people still have a statement and who has a draft or final Plan, by Co-ordinator and school, so that work can be better targeted. However there are a number of issues coming back from parents and young people. Business Unit – Stuart McHale and Phil Leivers are involved in trying to resolve the on-going staffing issues in the Business Unit and Admin Unit. If resolutions to the resources issues cannot be found, they will negatively impact on progress. Children's Disability team – There are significant problems in this area with a large number of cases that are yet to be assessed and which have not previously shown up on the 0-25 list, issues with carer's assessments and direct payments. This will require a lot of work to rectify. Local Offer – Significant progress has been made and the Local Offer is much improved, however there is more work to be done. Education Psychology service – An interim lead EP is now in post (Steve Laycock), together with two more consultants plus agency CPs. AL has asked to recruit 2 specialist EPs (at additional £10k cost), one of whom will be an autism specialist. Self-evaluation Framework – This is a key piece of work, due to the imminent Ofsted inspection. There are concerns around the accuracy of the SEF and how comprehensive it is.</p> <p><u>ARCs – Ann Pearson</u> Dickens Heath – the building is looking good and LE and JN are due to discuss admissions arrangements shortly. Windy Arbor - the building will be completed after Easter and staffing structures are being drawn up. Alderbrook – has just had its second intake of a small nurture group and discussions are on-going about staffing structures and revenue funding. It was noted that the whole process had taken much longer than anticipated.</p> <p><u>Post-16 – Ann Lowe</u> There continues to be a lack of clarity around transition, hindered in part by insufficient Business Unit support and the scale of the children's disability case project. In response to the lack of process, a transition pathway and procedures will be drawn up, starting with young people at age 14 and putting systems in place to flag up at transitional stages. The team is trying to bring forward transition assessments by age 17½ on the basis that</p>	PT Fwd Plan
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11	<p>by then young people should know whether they will transfer to adult services at age 18. Additional staff are being put in place to support this work.</p> <p>A timeline has been plotted for school to college transition to ensure the legal deadline of 31 March is met next year (it was missed this year). The team will name, at least generally, whether a young person will move to a specialist college or local mainstream provision.</p> <p>CV stressed the importance of doing assessments as early as possible, particularly at the more severe end of need, as this reduces stress for families and gives them more time to establish alternative provision if necessary.</p> <p>AL expects to have a strategy on the way forward in place for January.</p>	
	Next Meeting – 9.30am Tuesday, 14 November 2017 at Sans Souci	