

0-25 SEND Quality Assurance Group Minutes

13 July 2017

PRESENT:		
Ellie Gray	Children's Commissioning & Quality Monitoring Manager	
Kate Jagger	Principal Performance Officer	
Redacted	Redacted	
Leigh Collins	Interim SEN Team Leader	
Redacted	Redacted	
Redacted	Redacted	
APOLOGIES:		
Lesley Gilson	Interim Specialist Services & Inclusive Education Manager	
Redacted	Redacted	
DISCUSSION NOTES		ACTIONS:
<p>1. Welcome and Apologies</p> <p>EG welcomed everyone to the meeting and introductions were made. EG explained that, previously, this meeting did not have minutes or agenda as it was driven by the Action Plan. However, following agreement at the last meeting that this group would have a new focus as a 0-25 SEND QA Group, she suggested that meetings should be minuted. There was general agreement with this.</p>		
<p>2. Data</p> <p>Discussion was held regarding different sources of information that would be useful for this group to consider. There is a Specialist Services Dashboard that has recently been reviewed and it was agreed that it would be useful for some of this data to be discussed here. It would also be useful for information from EHC Plans to be collated at SEN Panel and brought here – via ONE System.</p> <p>There was a discussion regarding what information is logged as 'primary need' through various sources, e.g., SEN Panel and schools. There is no consistency in terms of everyone using the same fields or terms, i.e., what schools might log as a primary need for a particular young person, may differ from what the SEN Panel might log. It was agreed that it would be useful to see how schools differ to the SEN Panel in this respect.</p> <p>Action: KJ to bring a report at school level outlining SEN Type.</p> <p>KJ talked through the Specialist Services Dashboard, outlining the key data to be collected but highlighted that this is very much in its infancy.</p> <p>Action: KJ to forward a copy of the dashboard to this group.</p> <p>SP highlighted that there are two particular groups that are not captured in the current Dashboard:</p> <ul style="list-style-type: none"> • CYP not in education/home educated (EOTAS) • Those in the Youth Justice System 		<p>KJ</p> <p>KJ</p>

<p>There was a discussion regarding where this information might be kept. It was felt that the CYP not in education/home educated sits within EWS part of the Dashboard. However, it is not clear where the Youth Justice data is collected – this may be part of the Youth Offending Service data collection.</p> <p>Action: EG to clarify if YOS collect data regarding cyp in the Youth Justice System</p> <p>It was agreed that the YOS information may not need to be a regular data line but that this group could look at specific cases like as a case study where a customer pathway could be QAd.</p> <p>Discussion was held regarding the Mental Capacity Act and how this fits with the Post 16 process. This is very much early days for MCA and the implications for Children and Adults Services – teams are looking at the implications of both MCS and DoLs. EG highlighted that this had been a discussion at the Specialist Services Managers Meeting, and that ██████████ had indicated she is exploring the possibility of training workshops to be held later in the year.</p>	EG	
<p>3. Quality Assurance</p> <p>EG circulated QA template she had drafted, based on an Early Help Assessment QA template, and also regional templates that had been discussed and used at a regional meeting. It was agreed that the regional templates were very useful in being able to get into detail regarding individual EHC Plans and that EG's template could be used as a summary document.</p> <p>The group tested the templates by reviewing a redacted EHCP and discussing the pros and cons of the templates.</p> <p>It was agreed that, for the next meeting, the group would QA the EHCP brought today, and that the EHCP Co-ordinator would be invited to talk through the plan to highlight the background and for the group to give constructive feedback in terms of what was good about the plan and areas for further clarification and/or development.</p> <p>Action: LC to invite the EHCP Co-ordinator to the next meeting.</p>	LC	
<p>4. Any Other Business</p> <p>It was agreed that the next meeting should take place in September, following the Summer holidays, and that meetings should be held every 6-8 weeks.</p> <p>Action: EG to book in dates/times for future meetings, starting in September 2017.</p>	EG	
<p>Future Meetings Dates</p>	<p>Room</p>	<p>Time</p>
<p>14th September 2017</p>	<p>Room 1</p>	<p>1.30 – 3.30pm</p>
<p>9th November 2017</p>	<p>Holderness Room</p>	<p>1.30 – 3.30pm</p>
<p>21st December 2017</p>	<p>Holderness Room</p>	<p>1.30 – 3.30pm</p>
<p>8th February 2018</p>	<p>Room 4</p>	<p>1.30 – 3.30pm</p>
<p>12th April 2018</p>	<p>Room 4</p>	<p>1.30 – 3.30pm</p>
<p>7th June 2018</p>	<p>Room 4</p>	<p>1.30 – 3.30pm</p>

19 th July 2018	Room 4	1.30 – 3.30pm
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