

0-25 SEND Quality Assurance Group Minutes
14th September 2017

PRESENT:	
Ellie Gray	Children's Commissioning & Quality Monitoring Manager
Kate Jagger	Principal Performance Officer
Ann Yates	Inclusion Co-ordinator
Redacted	Children's Commissioning and Quality Monitoring Officer
Redacted	Redacted
Redacted	Redacted
Lee Walkington	Senior Business Transformation and Improvement Officer
Angela Potter	Interim SEN Team Leader
Helen Higgins	Educational Psychologist
Howard Staveley	EHC Plan Co-ordinator
APOLOGIES:	
Lesley Gilson	Interim Specialist Services & Inclusive Education Manager
Redacted	Redacted
Redacted	Redacted
DISCUSSION NOTES	
<p>1. Notes and Matters Arising from the last meeting (13.7.17)</p> <p><i>KJ to bring a report at school level outlining SEN Type – agenda item today. Action completed.</i></p> <p><i>KJ to forward a copy of the dashboard to this group – circulated following last meeting. Action completed.</i></p> <p><i>EG to clarify if YOS collect data regarding cyp in the Youth Justice System – EG highlighted that YOS have confirmed they do collect data but she will continue to liaise with them to determine what this data includes.</i></p> <p><i>LC to invite the EHCP Co-ordinator to the next meeting – HS in attendance. Action completed.</i></p> <p><i>EG to book in dates/times for future meetings, starting in September 2017 – Dates included at end of Minutes. Action completed.</i></p> <p>Minutes of the previous meeting were agreed as a true record.</p>	<p>ACTIONS:</p> <p>EG</p>
<p>2. Data Analysis and Discussion</p> <p>KJ confirmed that work remains ongoing with the specialist services dashboard. There continues to be a range of different spreadsheets and ways of collating data across the various teams and work is being undertaken to get some consistency in order for this to be able to be uploaded on to InPhase.</p> <p>KJ had previously circulated the SEN primary needs by school data and there was a round table discussion regarding this information. Key points included:</p>	

<ul style="list-style-type: none"> • Would be a useful exercise to cross reference the primary need from schools with the primary need outlined in EHCPs. • There is no current process for challenging school's identification. • The use of a 'catch all' identification for primary need was discussed at regional level. • Regional group has indicated that, when speaking to parents, it was agreed that parent/carer forums would look at the 4 key areas in the CoP to identify what services are needed. It would be useful to cross-check this information with the school's primary need data. SP agreed to bring updates on this to the group when available. • Data shows differences in numbers of primary need from primary to secondary schools. • John Seaman's team are looking at Post 16 data but, as this information is a dependent upon the young people declaring their primary need, this is not as robust. • KJ is planning to undertake a cross-checking exercise on the primary need from schools and the EHCP based on the ONE information. This is a significant piece of work but a way forward has been planned. There is a good deal of data cleansing required. 	<p>Redacted</p>
<p>Redacted</p> <p>3. Quality Assurance</p> <p>A quality assurance exercise was undertaken on an anonymised EHCP. This was undertaken as a group exercise. The exercise resulted in the following key points:</p> <ul style="list-style-type: none"> • It should be made clear on the plan how the views of the child have been captured and the appropriateness of effort made. • EHCP Co-ordinator confirmed that discussions are held with parent/carers regarding how their child's views will be captured and this is agreed. This is good practice and it is recommended a check is made to ensure this is standard practice across all EHCP Co-ordinators. • The importance of home to school relationships and/or communication should be recognised and the expectation is that the school should ensure this takes place. • Would be useful to have clearer prompts for parents/carers as to what they should cover within their submission – perhaps a crib sheet/information sheet? • Evidence of input from a variety of professionals. • Section is concise and easy to read and understand • Use of percentiles – would parents use and/or understand this? Where such information is used, need to ensure professionals are talking through the reports and explaining the content to parent/carers. • Need to be clear on the EHCP where there have been no health needs identified. • Need to ensure that the social care section includes the wider needs of the family, such as friendships, activities, behaviours at home and not just 'social care' needs in terms of safeguarding. Exploration should be around the need for support through Youth and Family Support, Early Years and Family Support, Children's Centres etc. • ER EHCP currently only cover outcomes for the next 12 months – should also be able to look at longer term ambitions/outcomes. 	

<ul style="list-style-type: none"> • Some of the outcomes appeared quite challenging – level of ambition needs to be balanced. • There was clearly more provision here to meet his emotional health and social needs, despite those sections having identified none needed. • Would be useful to number the outcomes and provision to make clear which outcomes relate to the provision. • EHCP format could be altered to merge the ‘who does’ and ‘when’ columns, which would then allow for an outcomes/objectives column to sit alongside the provision, thus making it clear which provision matched each outcome. <p>Action: EG agreed to type up the completed QA template and circulate to the group for comments.</p> <p>It was suggested that the next QA could be undertaken on a secondary school age pupil. AG agreed to randomly select an EHCP for next meeting.</p> <p>Action: AG to bring an anonymised secondary school aged pupil’s EHCP for QA to next meeting.</p> <p>EG informed the group that it had been recognised that there was a general lack of social care information contained within EHCPs. BB, from Children’s Support and Safeguarding Services is undertaking a review of this, ensuring this includes wider children’s social care such as YFS, Early Years and Children’s Centres.</p>	<p>EG</p> <p>AP</p>	
<p>4. Any Other Business</p> <p>Redacted suggested that, where request for statutory assessments are turned down, it would be good practice for the SEN Team to include a list of the documents/evidence that has been considered. AP agreed to look into this.</p> <p>Action: AP to explore the possibility of SEN Team including a list of documents/evidence considered when informing parents/carers that their request for statutory assessment has been turned down.</p> <p>EG reminded the group that the local authority is currently awaiting an Ofsted Inspection and that Sub Group/Strategy Leads will be expected to meet with an inspector when this happens. EG asked for volunteers from this group to attend with her. Redacted.</p> <p>EG informed the group that, in preparation for the Ofsted Inspection, a number of EPs have been undertaking a questionnaire/survey with parents/carers of c&yp who have recently gone through the EHCP process to gain their views on the process. Although the information is still being gathered into a summary report, the initial feedback has been very positive from the majority of parent/carers re co-production. Areas for improvement have related to information about Personal Budgets and the Local Offer. Both of these areas for improvement are areas where work is already underway to review and update the processes/information available. A working group is also beginning to look at a review and refresh of the Local Offer website.</p>	<p>AP</p>	
<p>Future Meetings Dates</p>	<p>Room</p>	<p>Time</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>

12 th April 2018	Room 4	1.30 – 3.30pm
7 th June 2018	Room 4	1.30 – 3.30pm
19 th July 2018	Room 4	1.30 – 3.30pm