



**0-25 SEND Quality Assurance Group Minutes
Monday 3 December 2018**

Present: Sarah Keenan, Redacted, Kate Jagger, Helen Higgins,

Apologies: Jamie O'Brien, Jane Henderson, Redacted, Emma Greensmith Redacted, Sue Thompson, Sarah Lawson, Lesley Gilson

DISCUSSION NOTES	ACTIONS
<p>1. Welcome, introductions and apologies received Apologies where noted (please see above).</p>	
<p>2. Notes and matters arising from last meeting 13 Sept 2018.</p> <p>All actions complete and minutes agreed for accuracy</p>	
<p>3. SEND Strategy and the Self Evaluation Framework Template refresh links to action plan</p> <p>The group agreed that the SEF outcomes lined to the ToR</p> <p>The group discussed and completed the SEF template. SK noted this is a working document so we can revisit and amend. SK suggested that as well as the SEF template the actions for improvement could form a workplan. It was also agreed that the group should look at the SEF areas completed by other groups to build into the monitoring (possibly the data performance area) SK to add this as an agenda item for next meeting.</p>	<p>SK to circulate for information</p> <p>SK to send to Ellie Gray</p> <p>SK to add to next agenda</p>
<p>4. SEND Data Discussion to agree what QA group would like recording:</p> <p>Agreed that the group would discuss a core set of data each meeting:</p> <ul style="list-style-type: none"> • EHC Plans 20wk timeframes • EHC AR timeframes • KS 2/4 attainment reading, writing and maths combined • KS 2/4 progress reading, writing and maths • User experience (once this has been developed) <p>In addition to the core data monitoring each lead will provide a brief highlight update to include at least one area of good practice or area that is developing well as well as areas that need improvement.</p> <p>Each meeting will cover a theme or area in more detail starting with</p> <ul style="list-style-type: none"> • KS 2/4 attainment reading, writing and maths combined 	<p>KJ/JO'B to present at next meeting</p>

<p>KS 2/4 progress reading, writing and maths</p> <p>The next themes will be agreed at the next meeting and Redacted and Redacted will liaise with PCF for things they are particularly interested in. Kate Jagger will look at key data milestones so that the themes can fit in with their timeframe.</p>	<p>SK to liaise with JO'B/KJ for a date in Jan/Feb</p>
<p>4. Buddying for transitioning into yr7: It was agreed to carry this over to the next meeting and that Redacted and Redacted would prepare something and lead on this item</p>	<p>Redacted</p>
<p>5. AOB – None raised</p>	
<p>6. Date of next meeting Thursday 24th January 1pm-3pm</p>	