




**0-25 SEND Quality Assurance Group Minutes  
Thursday 19 July 2018**

**Present:** Lesley Gilson, Redacted, Redacted, Redacted, Leigh Collins

**Apologies:** Ellie Gray, Helen Higgins, Kate Jagger, Jamie O'Brien, Redacted, Redacted

DISCUSSION NOTES	ACTIONS
<p>1 <b>Welcome, introductions and apologies received</b></p> <p>Apologies where noted (please see above).</p>	
<p>2 <b>Notes and matters arising from last meeting 12<sup>th</sup> April 2018.</b></p> <p>All action points are agenda items for today's meeting.</p>	
<p>3 <b>Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Agree Terms of Reference</b> Members agreed the new ToR and suggested the following changes: under reporting change 0-25 group to 0-25 Board and the following changes to the membership, remove Leigh Collins, Redacted is representing EYPCF, Jane Henderson is spelt incorrectly and the group suggested an adult social care and mainstream school representative.</li> </ul>	
<p>4 <b>Review and amend QA Standardisation Forms:</b></p> <p>Leigh Collins (as he attended the last meeting) provided an update on the proposed new format for QAing EHC plans. The group support and agree this new format and had the following questions: Will the QA process of EHC plans include professional reports and all evidence used to produce the EHC plan? Should the QA start with the draft EHC plan to ensure a standardised format prior to a final EHC plan?</p> <p>Individual form – the group liked the individual QA template form and had the following suggestions: Should there be an overall grading system (RAG, outstanding, good, requires improvement etc), under appropriateness of language are EHCCO allowed to change professional wording? add PfA outcomes included in section E, add a section K and list the reports/appendixes included and could the peer challenge be more of a team challenge. The group felt it was important that the QA of EHC plan is more like a QA of the evidence supplied to produce the EHC plan.</p> <p>Summary form – the group liked the summary QA template form and had the following suggestions:</p>	

<p>Invite EYPCF representative and DCO to be a part of this and add number of outstanding EHCPs to the first box.</p> <p>Summary report part 2 – the group would like some further information about how the feedback from the individual and summary QA will presented to this group.</p> <p>To conclude this agenda item, the group felt this new way of working was very positive and the right way forward. To understand the new process and frequency of the QAing the group felt that a flow diagram would help. SK to action.</p> <p><b>4a) Additional agenda item – Medical Questionnaire</b> Redacted Redacted shared with the group a new medical questionnaire she has produced.</p>  <p>Medical Questionnaire.docx</p> <p>Redacted hopes that this medical questionnaire will:</p> <ul style="list-style-type: none"> <li>• provide vital information to enable the appropriate health services being approached for contributions to the assessment process</li> <li>• enable data collection and audit of services requested including response times</li> <li>• help identify gaps in services and understand waiting times</li> <li>• improve communication between parents, CCQMT and health</li> <li>• improve the standard of health sections within the EHC plans</li> <li>• inform panel more thoroughly of C and YP's health needs and parental view to enable holistic decision making</li> <li>• avoid unnecessary appointments with medics</li> </ul> <p>The group felt that in principle this would be a really positive way forward, and wondered if this could be sent out by CCQMT with letter 1a to parents. Redacted agreed to email the questionnaire Redacted to enable her to gather feedback from EYPCF members. All to update at the next meeting.</p>	<p><b>SK</b></p> <p>Redacted</p>
<p><b>5 SEND data discussion to agree what QA group would like recording</b></p> <p>The group would like to see the SEND dashboard data at the next meeting. It is felt that once the new QA process is up and running the data needed will become evident.</p>	<p>KJ</p>
<p><b>6 High Needs Review/Autism Pathway Update</b></p> <p>A task and finish group focusing on Theme 1 – Identification of need has been formed and met. SK to provide an update at the next meeting.</p>	
<p><b>7 AOB</b> Redacted</p>	

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<b>8 Date of next meeting</b> Thursday 13 September 1.00 – 3.00 (Leigh to send invite and book room)	