

0-25 SEND Quality Assurance Group Notes
Thursday, 12 April 2018

Chair: Angela Potter

Present: Sarah Keenan, Leigh Collins, Redacted, Redacted, Redacted, Redacted, Redacted, Emma Greensmith, Kate Jagger, Helen Higgins

Apologies: John Seaman

Agenda Item	Action
<p>1. Welcome, introductions and apologies received</p> <ul style="list-style-type: none"> • Sarah Keenan attended part of the meeting today – will take over as chair of future meetings and pick up outstanding action points from previous minutes (from EG) and update at the next meeting • Sarah advised that at next meeting the terms of reference of this group will be reviewed 	SK
<p>2. Redacted– High Needs review ISOS</p> <ul style="list-style-type: none"> • Wants to look at how this group’s work can link into the recommendations of the ISOS review – in particular strand one. • Redacted will be putting together task and finish group to look at this. Redacted to email details of what remit / tasks of this group will be to SK – volunteers needed to be part of this group. SK to send out further details with minutes of this meeting. • Questions raised by this group re remit of Autism working group – Redactedto establish remit of this group too and update SK to avoid crossover 	SG / SK

<p>3. Notes and matters arising from last meeting 8 February 2018</p> <p>Outstanding action points from previous meeting for John Seaman to carry over to next meeting</p> <ul style="list-style-type: none"> • Home education data – HH shared that EPs are looking at exclusion / EHE data and going to carry out analysis in their team to better understand area of difficulties for a child / regional trends /common issues / lack of appropriate provision etc. HH to bring findings to this group in the future. EG voiced interest in looking at this too with EPs. • KJ shared challenge of gathering up to date data due to last known information being when the C&YP was in school • ^{Redact} – shared that Sarah Wright EWS had been to recent ERPCF meeting – part of that discussion was round those C&YP who are not EHE but not attending provision when still on a school role – so professionals potentially not aware of needs not being met. ^{Redact} shared that the worry is when there is lack of appropriate provision available in a school for a C&YP and that is the reason they are not in school. HH said this would be part of what EPs would be looking at • KJ shared that data / information is now being collected from schools around attendance data trends which shows when C&YP are not attending full time / what schools are recording in a school attendance register – which then allows for challenge by EWS. KJ to follow up with EWS and bring further information to next meeting • Annual reviews – EG shared that AR backlog is currently being worked through including the forms being used. Group established in the team is looking at / dealing with this backlog. Any updated forms used for ARs will be added to the local offer and shared with schools. • Question about how feedback on QA is carried out. EG confirmed it is discussed with individual worker. Peer moderation and QA also been set up now in Micro team. SK explained that feedback / themes / trends will be coordinated to develop consistent / high quality practice • Question about auditing of all plans before they are sent out, will this be introduced – SK shared that dip sampling system will be introduced – with follow up / support / increased QA of a workers plans if required until the required standard is met. Discussion about professional's responsibility to ensure their section / contribution is accurate in the child's plan. SK raised that a consistent feedback mechanism is in place – to allow feedback. PCF members shared that their concern is that parents do not understand the plans sufficiently to ensure that they can give feedback and that someone should be available to go through this with them to ensure that everything is understood • Action: group discussed need for parents to have a guide to each section. SK /EG to look at this and what is in the local offer to help 	<p>JS</p> <p>HH / EG</p> <p>KJ</p> <p>SK / EG</p>
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<p>parents – eg - what should a good plan look like?</p>	
<p>4. SEND Data Update</p> <ul style="list-style-type: none"> • JS could not attend today’s meeting – update to be provided at next meeting • Feedback from KJ – <ul style="list-style-type: none"> ○ SEN2 statutory return completed re SEND data to DfE. Range of questions around SEND / EHCP ○ SEND data quality is improving – able now to look at trends / national comparators etc. This is in early stages of development and will increasingly feed into service planning / work groups etc ○ SEND position statement created and performance dashboard. New management information system being introduced to be used by the Micro team – will enable better case recording / case management and oversight and reporting. And then enable analysis / themes and trends – improve service provision / development 	<p>JS/ KJ</p>
<p>5. QA of anonymised EHC Plan</p> <ul style="list-style-type: none"> • See notes on plan 	<p>All</p>
<p>6. Themes and trends of QA</p>	<p>SK</p>

<ul style="list-style-type: none">• This action to be carried over to the next meeting – see previous minutes	
7. AOB Nothing raised	

Appendix redacted