

**0-25 SEND Quality Assurance Group Minutes**  
**Thursday, 6<sup>th</sup> June 2018**

**Present:** Sarah Keenan, Emma Greensmith, Leigh Collins, Kate Jagger, Jamie O'Brien

**Apologies:** Ellie Gray, Lesley Gilson, Helen Higgins and Redacted

DISCUSSION NOTES	ACTIONS
<p><b>1 Welcome, introductions and apologies received</b></p> <p>Jamie introduced himself and explained he would be replacing JS at this meeting as JS will be retiring.</p>	
<p><b>2 Notes and matters arising from last meeting 12<sup>th</sup> April 2018.</b></p> <p>Discussion about a range of carried forward actions from JS and data that people weren't clear about. Decided to refresh the agenda as part of the new meeting rather than carry things forward.</p>	
<p><b>3 Agenda</b></p> <ul style="list-style-type: none"> <li> <p><b>Review Terms of Reference</b></p> <p>Discussed the ToR for the meetings going forward. Document changes agreed and amendments given along with suggested membership.</p> <p>It was agreed that we needed a more monitoring and advice and support role rather than operational.</p> <p>Felt that we should be collecting information to ensure that QA was happening effectively rather than doing a one off assessment of an EHCP plan. Agreed this is only possible if there is a clear regular QA process for EHCCOs. Suggested that this happened Monthly and that once a term PCF representatives would also attend.</p> <p><b>Action: Develop a summary EHP Plan QA template to captures the overview of the individual EHCP QA form to enable trends and oversight of all ECHP plans to be discussed and improvements/training/advice to be identified. This will be shared for discussion and amending at next meeting</b></p> <p>Discussed what data we would like to see to aid QA discussions to take place.</p> <p>Action: Data suggestions to aid discussion brought to next meeting</p> </li> </ul>	<p>SK</p> <p>KJ</p>

<p>Discussed who should be members of the group and what they would bring to the meeting as well as what would need to be included in the meeting to ensure all members felt that it is worth attending.</p> <p>Discussed High Need Review Governance and action requirements to make sure these were included in the ToR,</p> <p>As PCF were not in attendance group agreed that we could only agree the new focus in principle and agreed to finally sign off at the next meeting.</p> <p><b>Action: Update ToR with agreed amendments and membership</b></p>	<p>SK</p>
<p>4 <b>QA of anonymised EHC Plan</b></p> <p>Although this was prepared the group felt that given the new focus and small group size not to undertake the QA activity.</p>	
<p>5 AOB – nothing raised</p>	