


Present: Jackie Lown (Chair) (JL), Grace Davidson (minutes) (GD), Clare Brown (CB), Elizabeth Holmes (EH), Jamie O'Brien (JO'B), [redacted], [redacted], Lesley Gilson (LG), Sarah Keenan (SK), [redacted] [redacted]

		Action
1.	<p>Welcome and Apologies</p> <p>Apologies were received from Ellie Gray, Kate Jagger, [redacted] and [redacted]</p>	
2.	<p>Minutes from the Last Meeting (23.04.18) and Matters Arising</p> <p>The minutes of the last meeting were agreed as a true record.</p> <p>GDPR – LG to update regarding Adult Services.</p> <p>TYLER – LG completed this action.</p> <p>[redacted] Web team – User feedback presentation. Launch of Local Offer website. Additional promotional ideas discussed. August 2018, test period with focus group/Parent and Carer Forum.</p>	
3.	<p>SENDIASS</p> <p>SENDIASS to local offer working group.</p> <p>[redacted] reported number of referrals and reason has remained consistent. KIDZIASS has returned to SENDIASS, approximately 40 cases, which has an impact on resources.</p> <p>Contract specification has a tight timescale but on track to meet these.</p>	
4.	<p>Performance Indicators Dashboard</p> <p>Performance data discussed. Report by exception; plan to refine the detail/measures. JO'B raised a query regarding SEN and EHC Plans.</p> <p>Action: [redacted] will analyse criteria/detail and feedback.</p> <p>Positive that ERYC appeals to tribunal are lower.</p> <p>Action: [redacted] to include results for mediation.</p> <p>Action: [redacted] to feedback progress for attainment against primary needs identified.</p> <p>Improving picture on flyer ads with SEN Support.</p>	<p>[redacted]</p> <p>[redacted] [redacted]</p>
5.	<p>High Needs Review</p> <p>Meeting held and future meeting will take place in October/November. [redacted] has distributed relevant documents. LG has reviewed the template to re-align. Progress has been positive.</p>	

<p>6.</p>	<p>Overview of Action Plans from each Sub-Group</p> <p><u>SEND (0-25) Quality Assurance and Data Group</u> SK provided an update. Monthly Q+A of EHC Plans and termly partners Q+A, themes and trends on a monthly summary to identify solutions and feedback to the 0-25 Board as a summary/exception report.</p> <p>Identification and Assessment – Task and finish group to focus to address refining EHC Plan process, identify issues and solutions.</p> <p>Action: An additional meeting with SK and [redacted] to draw together the current learning.</p> <p><u>SEND (0-25) Training and Development</u> EH gave an update. Number of training events delivered.</p> <p>Action: EH to include on completed training – Specialist Services events. Future events – IAG noted and agreed to link to other events/forums.</p> <p>JO'B highlighted that SEN at Year 6 very poor in attainment /outcome need to explore if this is a result of poor /non-early identification at primary school or other reason</p> <p>Action: Q+A sub-group to address the possible causation behind the data.</p> <p>Action: Mental Capacity Act – e-learning basic awareness.</p> <p>Action: Training to be planned via James Appleyard (Training and Development section) for all staff.</p> <p>Further levels of training for specialist roles to be considered.</p> <p>Action: [redacted]to look at options available via Adult Services.</p> <p>KT raised that the Business Transformation team have identified that the customer journey of producing an EHC Plan will assist the learning.</p> <p>Action: KT and SK to meet urgently to discuss this and agree next steps and feedback.</p> <p><u>Joint Commissioning</u> Re-named Health and Wellbeing Group. Meeting planned for 19 July 2018. This will facilitate updates to the Children's Trust Board.</p> <p>Action: LG and JL to agree reporting line and update the governance document.</p> <p>Action: SK drafting the Commissioning Strategy in early August 2018. Will ensure that full representation from services and partners are included in the draft.</p> <p><u>Children and Young People's Participation and Engagement Group</u></p>	<p>SK/[redacted]</p> <p>[redacted]</p> <p>KT/SK</p> <p>LG/JL</p> <p>SK</p>
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	<p>[redacted] raised gender identity is quite fragmented, however, should be part of universal services. And information gathered via the sub-group should feedback into universal services.</p> <p><u>Preparing for Adulthood</u> LG updated on progress. LG indicated that work plan to be developed to focus on tasks and high impact/.outcome and priority tasks.</p>	
7.	<p>Inspection Readiness</p> <p>Not discussed.</p>	
8.	<p>Co-production Charter Update</p> <p>[redacted] There have been a number of activities:</p> <ul style="list-style-type: none"> - Home educated - Survey report - Dyspraxia workshop <p>Matrix of meeting attended by EYPCF produced to ensure five other steering group representatives can attend meetings, chair coffee mornings etc. Shadowing to start in September with a view to taking over from SP.</p> <p>Action: Representatives to be offered to meet with Chairs of sub-groups to facilitate shadowing.</p>	[redacted]
9.	<p>Terms of Reference</p> <p>Please send comments/feedback to JL by Friday 31August.</p>  <p>Draft Terms of Reference - SEND (0-</p>	ALL
10.	<p>Any other Business</p> <p><u>SEND Strategy</u></p> <p>Will take to Cabinet in September. The SEF is live on the Local Offer. Will refresh in August 2018.</p> <p>Action: Story Boards – If any updates outstanding please send to [redacted] ASAP.</p>	<p>EG</p> <p>ALL</p>
11.	<p>Date and Time of Next Meeting</p> <p>Monday 22 October 2018 at 9.30am in the East Yorkshire Room, County Hall</p>	