

Minutes of Northumberland Parent Carer Professional Forum (PCPF)

Venue: Stannington Village Hall

Date: Thursday 22 February 2018 10.30 - 12.30

PRESENT:	Sam Barron, Alison Bravey (Minutes), Judith Dodds, Gill Finch, Elizabeth Johnston (Chair), Amanda Richardson, Nicola Strachan, Fiona Tarn, Nicola Taylor, Lesley Tweddell
APOLOGIES:	Lynn Bryden, Julie Anne Curtis, Lesley Cole, Helen Cowens, Hayley Fawcett, Sue Fletcher, Sarah Hanlon, Jean Hedley, Andy Johnson, Russell Pickering, Eileen Robinson, Doris Ross, Jacqui Simpson, Gill Turner

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
1.	Welcome and introductions	
2.	Minutes of Previous Meeting: SEND Support teams have not lost staff due to the SLAs being introduced. This was due to general financial constraints. Please amend your copy of the minutes accordingly.	
3.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Sam Barron not able to say what will replace NE12. Lynn Bryden to be invited to the next forum meeting. • MAG Autism meetings on hold. Sam Barron to contact Kate O'Brien from the CCG (Clinical Commissioning Group) • Cygnet training (for parents/carers of children/young people with ASD) being run in the West and due to start in the North (23/2/18) • BUZZ Learning SENCo to be invited to SENCo meetings. • Bookings coming in for In It Together's annual conference for parents. Looking for a facilitator for the day. Theme 'Your Child: Looking to the Future' • Questions re social care to be raised at the next forum meeting: Q Are people accessing personal budgets? Are they being used for self directed support? Would like to have access to some feedback from parents. Q Is it possible to invite the commissioner for short breaks? The North and West of Northumberland do not have anything offered at the moment. Q What is the budget for short breaks/ direct payments? Q What is the criteria for short breaks? Q Are you expected to contribute yourself towards short breaks? 	<p>EJ</p> <p>SB</p> <p>JD</p>
4.	<p>SEND Update - Sam Barron</p> <p>SEND Consultation: Closed on 18 December. 206 replies: 39% Parents/Carers; 30% staff in schools, 31% other professionals/parties. Responses to the 9 questions were analysed by SEND Managers and the information collated into the final report. The report has been checked by the SEND Information, Advice and Support Service to verify that it is an accurate representation of the feedback given. The report will go to Informal Cabinet on the week beginning 26 February before it is made public. A copy of the report will be put on the Local Offer.</p> <p>The respondents were in broad agreement with the questions asked. The main themes identified from the feedback were: Capacity, Funding and Resources; Training and Workforce Development; Listening to Children, Young People and Families; Communication, Collaboration and Multi-agency working; and Timeliness. Issues raised included SEND SLA capacity with regard to mainstream schools; increasing accountability within the system with regard to monitoring how resources are used; focus on individual learners.</p>	

Other feedback included:

- querying why the focus was on improved outcomes for Key Stages 2 and 4. It was felt that all Key Stages should be included.
- Transition pathways into adulthood/early identification of additional needs.

‘West of Northumberland’ consultation

Concerns had been raised by In It Together that they had not been informed about the consultation re options for the future organisation of schools in the west of the county. It was felt that the consultation for building capacity in special schools, e.g. the establishment of ARPs (Additional Resources Provisions) in mainstream schools. could be superseded by what is being proposed.

Discussion: The west consultation is completely separate to the SEN consultation. It was noted that there have not been many expressions of interest by mainstream schools in having an ARP. It would be more sustainable to have an ARP in a bigger than a smaller school. Some SENCOs in small schools have flagged up issues’ including not having the budget to buy in specialist services or the staffing to provide for pupils with additional needs. Parents whose child is managing because they are in a small setting are concerned about them struggling in a bigger school. This may increase the demand for EHCPs (Education, Health and Care Plans) and special school placements.

The consultation process is a standard process used by the Local Authority with strict guidelines followed, including the release of information to the press. It was suggested that Sue Aviston, the Head of School Organisation, be invited to the next Forum meeting to explain how the process works and answer any questions.

Health: Sam, as DCO (Designated Clinical Officer), has met with the Heads of Service from Health Services, including Speech and Language Therapy, Occupation Therapy, Physiotherapy, CYPS (the mental health service for children and young people), Health Visitors, Paediatrician and Primary Mental Health Workers. Discussions included Health outcomes and how they are written into reports, taking into account the child/young person’s aspirations, targets and provision. A Task and Finish group will be set up to look at good examples of outcomes. Health professionals have asked for specific guidance for writing outcomes for children/young people with degenerative/life limiting conditions.

An audit of a sample of 100 Northumberland EHCPs has been completed to look at who provided reports for the Plans. There is no national data for comparison, but it appears that there is less health involvement in Northumberland than in North Tyneside. The contracts the CCG has with healthcare providers include what they have to provide in relation to children/young people with SEND.

Since September 2017 a record has been kept of the number of reports from Health and Social Care teams for EHCPs, compared with the number of times they have been cited as being involved, but there is no paperwork. Looking to develop a standardised template for Health advice to make it more straightforward for the SEN Team to interpret and incorporate in EHCPs.

Need a culture shift for health professionals away from a focus on provision to a focus on outcomes. It was noted that it would be helpful for health and social care professionals to be given the family’s aspirations for the child when the professionals are asked for advice. These would form the ‘golden thread’ running through the process rather than advice being written in isolation.

Special School nursing team

EJ

	<p>Review of the role of the team through an audit tool completed by special schools and nurses. What is happening now compared with national practice to inform future practice. Health provision needs to be clearly set out in EHCPs, including for children in independent schools.</p>	
<p>5.</p>	<p>SEND Update - Nicola Taylor, SEND Project Manager</p> <p>Other SEND workstreams include:</p> <p>New guidance for schools on their graduated response: There are inconsistencies between schools in their understanding of what should be in place through the graduated response before applying for an EHC needs assessments. Feedback indicates that some are unclear about processes. Some schools and parents feel that decisions made by the SEN Panel are inconsistent.</p> <p>It was noted that although schools aren't static communities with regard to staffing and their SENCO can change. SEND policies, processes and practices should be entrenched in a school. The new guidance is being co-produced with schools, parents and pupils so they are involved with its development from the outset. The aim is that the new guidance and documentation will make the process more transparent and rigorous. It will be launched at the SENCO conference at the beginning of July.</p> <p>It is important to have clear communication with parents at all levels of the graduated approach and schools have a duty to keep parents informed. Nicola and her colleague Angela Davies, School Improvement Partner for SEND, will be arranging visits to every school in the county to ensure that they have all the information they need and know how to access the forms and other information. Schools will be given examples of forms which have been filled in well. All forms will be on the Local Offer.</p> <p>Discussion: It was noted that not all SENCOs are part of a school's senior management team which can affect how well they are able to fulfill their role. It was queried whether top-up funding was ring-fenced. Schools need to be able to demonstrate how they have used their SEND funding to meet a child/young person's needs.</p> <p>Parent Carer View Forms for EHC assessments and Annual Reviews</p> <p>It is recognised that the paperwork is not as user friendly as it might be. In It Together were asked if they could discuss it at their locality meetings and provide feedback for a revamp of the forms. It was felt that it would be helpful to provide guidance for filling in the forms. Need to also look at the forms for children and young people. It was noted that parents sometimes do not get the forms before the meeting to fill in for an annual review.</p> <p>Multi-agency Audit of EHCPs</p> <p>Will be completed using audit tools, including the IPSEA (Independent Parental Special Educational Advice) EHCP checklist. Regular monthly multi-agency meetings, involving parents, to check the quality of Plans produced and identify areas for improvement. Particular focus on developing Section F (special education provision), including specificity of provision, and looking at section K re multi-agency involvement. Plans will be anonymised, but there will also be a confidentiality agreement to cover information shared as part of this process.</p>	

<p>6.</p>	<p>Accessibility Strategy - Gill Finch</p> <p>Gill is the School Equalities Coordinator and works with schools who have signed up to an SLA with the Schools' Equalities Support service. Her role involves supporting schools to promote equality and comply with the law.</p> <p>Useful information can be found on the Northumberland County Council website at: http://www.northumberland.gov.uk/Education/Schools/Safe.aspx#equalitiesinschools</p> <p>Gill shared the Northumberland Education Accessibility Strategy, a document she has co-produced with In It Together, which sets out the Local Authority's commitment to making schools in Northumberland accessible. It is also intended to help schools develop their own accessibility policies and inclusive practice. The document can be found on the homepage of the Northumberland local offer. It was produced using software called Lucid Press and is set up so that any changes automatically update: http://www.northumberland.gov.uk/SEND-Local-offer.aspx</p> <p>Discussion: school governors to be made aware of the document. Schools need to publish their accessibility policy on their website. They also need to have a policy for managing medicines.</p>	
<p>7.</p>	<p>EY (Early Years) Inclusion update - Rosy Dickinson</p> <p>Rosy and her colleague Julie Beattie are Inclusion Consultants for PVI (Private, Voluntary and Independent) settings and Childminders. They support settings with matters relating to children with SEND, including strategies to support learning and who to contact for more support. Settings can use the EY Toolkit, a resource developed by the Local Authority. The Early Years consultants in the team are Liz Somerville, teaching and learning SEND; Kay Summers, training, teaching and learning; and Claire Johnson, data.</p> <p>The team have been developing the Local Offer for Early Years; working on 6 key principles for inclusion to promote to settings:</p> <ol style="list-style-type: none"> 1. Ethos 2. Understanding the child and their individual needs 3. Partnership with parents and carers 4. Building staff knowledge and skills 5. Providing additional support, starting with Quality First teaching 6. Partnership with other professionals - sources of support and working proactively to get support for the setting and child. This might include using EHAs (Early Help Assessments) to coordinate the process. <p>Also need to consider the voice of the child and the parent as voice for a young child. The team are running an Inclusion Campaign over the next 6 weeks with each week focusing on one of the 6 principles. The Campaign will include sharing information and good practice (e.g through videos and EY Facebook page updated every day), an activity and an evaluation for managers and SENCOs to complete to reflect on different aspects of that principle. There will be a 'story of the week' to promote inclusive practice.</p> <p>At the end of the process settings will create their own Inclusion mission statement which will be put on the Children's Services website. Settings will receive a certificate to say that they have taken part in the campaign.</p> <p>Discussion: There is often a high turnover of staff in early years settings. The idea is for providers to review their SEND 'offer' on a yearly basis and for them to develop an induction package for anyone working there.</p>	

8.	<p>Locality Updates and Information Sharing/AOB</p> <p>Healthwatch: Lesley Tweddell Healthwatch annual surveys were distributed to pass on to service users to complete. Lesley would welcome feedback on the easy read version. Workshops have been started for children and young people to ask them what they think of health and social care services. Working with Northumberland County Council and the Young People's Forum. Healthwatch focus on seldom heard groups wherever they can. Pilot study in Hexham - interactive approach where young people pick out of different categories how they access services. The idea is to roll it out throughout the county, working in partnership with SEND services.</p> <p>SEND Guide to Services 2018: Alison Bravey Will be distributed to schools and services over the next few weeks.</p>	
10.	<p>Dates of future meetings:</p> <p>Thursday 3rd May 3rd 2018 Thursday 5th July 2018 Thursday 4th October 2018 Thursday 6th December 2018</p> <p>Venue: Stannington Village Hall - all meetings 10.30 – 12.30</p> <p>In It Together conference 15 March 2018, 10am - 1.30pm, Alnwick Gardens</p>	

DISTRIBUTION LIST FOR MINUTES

Sam Barron	Head of SEND Strategy, DCO (Designated Clinical Officer) CCG
Paula Batsford	Designated Medical Officer
Alison Bravey	Parent Partnership Officer, SEND Information, Advice and Support Service
Lynne Bryden	Senior Manager, Commissioning
Karen Carnaffin	Team Leader, Families Information Service
Lesley Cole	Autism Northumberland
Mary Connor	Senior Manager, Early Intervention and Prevention
Helen Cowens	Parent Representative, North Northumberland
Julie Anne Curtis/Lauren Burnage	Northumberland CYPS
Mark Cusack	Passenger Transport Operations Manager
Wayne Daly	Deputy Leader of Northumberland County Council and Board Member for Children's Services
Judith Dodds	SEND Support Service Manager, Speech, Language and Communication Service; Literacy Support Service (Dyslexia), EAL

Sarah Hanlon	Parent Representative, West Northumberland
Andy Johnson	Project Director
Mary Johnson	Co-ordinator of Dasl ^{le}
Elizabeth Johnson	Parent Representative, North Northumberland; Chair of In It Together
Sarah Lee	Participation Adviser, Contact a Family
Patrick Love	Acting Team Manager, Children's Services, Family Support Team
Daljit Lally	Chief Executive Officer, Northumberland County Council
Dorothy Lewis	Children's Centre Coordinator - Seaton Valley Children's Centre, T
Julia Lyford	Splinter Group representative
Janet Millington	Clinical Lead, Speech and Language Therapy, MAG Autism
Rachel Mitcheson	Head of Commissioning (Children)
Marian Moon	Line Manager, Disabled Children Team, Northumberland Healthcare, NHS
Kate O'Brien	Commissioner, CCG
Michele O'Brien	Carer's Lead, Involvement & Service Development, Northumbria Healthcare NHS Foundation Trust
Katie Paul	Team Manager, Complex Mental Health Pathway, Northumberland CYPS
Russell Pickering	Senior SEND Manager
Heather Pringle	Healthwatch
Amanda Richardson	Parent Representative, Central/South East Northumberland
Eileen Robinson	Parent Representative, West Northumberland
Doris Ross	Team Manager, Disabled Children Team
Ben Sanderson	Youth Participation Worker, Northumberland Youth Service
Jacquie Simpson	Parent Representative, North Northumberland
Fiona Tarn	SEND Support Service Manager for ASD, Behaviour
Gill Turner	Consultant Paediatrician, West Northumberland
Lesley Tweddell	Healthwatch
Sue Welsh	Head of Therapies, Northumbria Healthcare, NHS