



# Minutes

Name of meeting	Isle of Wight SEN Reforms Implementation Board
Date and time	12.15 – 14.15 21 <sup>st</sup> May 2014
Venue	Conference Room 3, County Hall
Present	<p><b>Chris Jones</b>, Education Officer, SEN Reforms Implementation Lead and Chair of Implementation Group <b>Lynn Mead</b>, SEN Reforms Implementation Project Manager <b>Kate Symes</b>, SEN Services Manager <b>Amanda Tickle</b>, Inclusion Development Officer, People matter – VCS Representative <b>Lynda Burroughs</b>, Parent's Voice - Parent/Carer Representative <b>Claire Franklin</b>, Parent's Voice - Parent/Carer Representative <b>Dorothy Harrington</b>, Parent Partnership Officer <b>Julie Stewart</b>, Medina House, Secondary Special School <b>Charlotte Mallows</b>, Administrative Assistant <b>Rachel Hayes</b>, Lead Commissioner <b>Rachel McKernon</b>, Barnardos and third sector representative <b>Rob Winfield</b>, Operational Service Manager <b>Cllr Richard Priest</b>, Lead member for Children's Services <b>Andrew Briggs</b>, Commissioning Manager for 14-19 in Education and Skills</p>
Apologies	<p>Jackie Boxx Caroline Carpenter Debbie Lavin Debbie Morris Pat Goodhead Daron Perkins Peter Shaw Rob Goodfellow Samantha Rooney Steve Jones Sue Holman</p>
1.	<p><b>Chair and Vice Chair Appointment</b> Cllr Priest will be chairing the board from today's meeting with is agreed by all members. The Vice Chair will be Chris Jones agreed by all members. The Vice chair position will be looked at again by the board and all members are welcome to put themselves forward for the position.</p>
2.	<p><b>Minutes of last meeting</b> Clare Franklin gave her apologies but were not noted.</p>

Point 6. There is now a clear Comms strategy for all Comms regarding the SEND Reform. The group will need to go through the Comms team rather than doing separate work. The leaflets that People Matter have are fine to be circulated.  
All other minutes agreed.

3. **Declarations of Interest**

4. **Project Managers Highlight Report**

There has been a good progression with the Comms team and they have reworked the poster.

The Publicity launch is booked for the 2<sup>nd</sup> June as it is thought that after the half term would be the best time to get the information out and the Funday will be used for publicity.

The workstreams have all been meeting regularly and there has been active parental participation.

Kate Symes is bringing the final format of the EHCP to the June meeting.

IT have been working with parents to look at the contents plan for the Local Offer. There is a timeline being produced so that when you go to the webpage you will know when to expect certain information to be uploaded to the site.

Andre Imich from Department of Education is returning to the Island in the next week.

The Project is currently at Amber across the 3 workstreams to reflect the timescales that are being worked to. The final Code of Practice is being published in June and then there will need to be some work done to align the workstreams. Lynn will be on Annual Leave for 2 weeks so there will be a limited amount of project management done by the next meeting.

Chris Jones will be delivering training for Head Teachers and Governors as there will be significant changes for them so the message needs to be clear and targeted to the schools.

**Local Offer**

The workshop style has been really helpful and work is progressing well.

School – There going to be a pilot run at Carisbrooke College, a number of forms have been put forward and they will be used to see which is most appropriate. They will also be used at the SENCO meeting.

Web/IT – Dummy versions are being developed .

Area Wide - There has been a GP template produced and feedback is being worked on. This needs to be reviewed before going out the GPs.

The main area to look at for this stream is recruitment around the agreed LODO – the Job description has been signed off by director and is just waiting to be agreed by HR. This role will take on significant work from the workstreams and oversee the website development and updates.

**EHCP**

There has been an updated version of the EHCP format already.

It is felt that there needs to be different sets of My Story/Our Story

papers according to needs. These need to incorporate Early Years, Primary and Secondary and 16+.

The Symbols used in the EHCP need to be consistent across all of the paperwork for the Reform.

The workstream is on target for the paperwork to be ready in July. There is a process that needs to be written up, letters and appendix to be finished. The process will need to be looked at closely and linked with the Local Offer and Personal Budgets.

Jane Chown will feed into to all workstreams to make everyone aware of implications of the revised Code of Practice.

### **Personal Budgets**

A workshop was lead by parents. The main question that keeps coming up is do we have a resource tool or a panel. The view of the group is that a panel would be better because this is what adult care are doing and we need to stream line the process. It was also thought that a tool wouldn't be accessible across the board.

There will be a paper pilot being done with 8 young people.

The plan is to trial the personal budgets over the coming months before the schools finish.

The RAG has been assessed at Amber as with Budgets we do not know yet if there will be a duplication of cost.

The Schedule as with all workstreams is under pressure because of the timescales we have but also as pilots need to be run before the end of school year.

### **Health**

Health is linking with all workstreams and looking at non statutory EHCP.

A designated Doctor has been appointed to sign off all EHCP's.

### **Adult**

Adult is looking at the transition 18-25 as this has now gone back to Adult Services. There needs to be a consistent approach from Children's to Adult services. Adult Services are very aware of the risks and concerns about having an EHCP up to the age of 25,

The Transition stage should start from 14. There is a proposal to put together a group of children and adults that have been through the transitions stage to get their feedback.

## 5. **Budget Update**

The £56,000 will not be carried forward to this financial year as it is not a ring fenced project.

From the £150,000 there will need to be a SEN Case Work Officer costed in for term time only to front load the conversion of statements and S139A's.

## 6. **Update on Parent/Carer participation**

There are 17 parent/carers involved in the workstreams.

There will be information hubs being set up around the Island. Godshill is starting this month with 10 Parent/carers.

There are good links with East Cowes and The Bays Children's centres.

The online hub is now live and this is where Parent/Carers can get a feel for what is going on in each hub from the blog posted.

There is a fortnightly newsletter being sent out also to keep people updated.

The Pathfinders are coming over to the Island on the 3<sup>rd</sup> June and Invites will be sent out this week. This will be a good place to hear from other counties and parent/carers who have already experienced the change.

There is some concern from Parent/Carers as to what can and can't be shared. It was confirmed that there does need to be some concern about this as we need to make sure that there is a united message coming from the workstreams. It is important that the 17 Parent/Carers that are involved do speak to each other about the workstreams as this will be a good cross over of information sharing. Parent/Carers just need to be aware that what is discussed is in the evolvment stage.

7. **Communications Update**

The board agreed that the poster was much better. Any changes are to be sent to Andy Newman ([Andy.Newman@IOW.gov.uk](mailto:Andy.Newman@IOW.gov.uk))

A Distribution list for the poster and any other comms has been put together any amendments to be sent to Anna Price ([Anna.price@iow.gov.uk](mailto:Anna.price@iow.gov.uk))

If there is any engagement or feedback from young people please keep Anna in the loop.

8. **CYP engagement/participation**

There is a need to involve Children, Parents and agency's in this reform. The paper is a very helpful summary of children's participation and engagement plan and needs to be put into the workstreams. (Please see attached paper)

9. **AOB** – Question around home educated children and LAC how will they be reached? Chris Jones will look into this for next meeting.

10. **Next Agenda and Close**

Items for the next 2 agendas have been drafted.