

# Minutes

**Gr Name of meeting**

**Safety Valve Board Meeting**

**Date and time**

**Tuesday 25<sup>th</sup> June 2024, 2pm**

**Venue**

**Microsoft Teams Meeting**

**Present**

Naomi Carter (NC) – Service Director, Education, Inclusion and Access  
Heather Morris (HM) – Strategic Manager, SEN and Inclusion  
Dean Prodomo (DP) – Service Manager, Education and Post 16  
Jade Kennett (JK) – Service Manager, Strategic Development  
Ashley Jefferies (AJ) – Service Manager, Access and Resources  
Rachael Williams (RW) – Inclusion Manager  
Irina Rowan (IR) – Senior Finance Business Partner  
Jodi Smith (JS) – Senior Accounting Technician  
Rosie Lister (RL) – Virtual School Headteacher  
Margarida Ressurreicao (MR) – Data Analyst  
Charlotte Heard (CH) – Business Services Officer

**Apologies**

Theresa Wall (TW) – Senior Early Years Advisory Teacher

<b>Summary of Actions</b>
<b>Action: CH to set meeting up between NC and IR.</b>
<b>Action: IR to look into the funding of the SEN Support phonline.</b>
<b>Action: NC to present a piece on the new online platform at the next meeting.</b>
<b>Action: DP and IR to meet and work 3.1 costs out by the next meeting.</b>
<b>Action: DP to add a slide which shows data for 3.1.</b>
<b>Action: HM to liaise with Social Care colleagues around the QA-ing of the Area SEND work.</b>
<b>Action: JK to send DP the invites to the meetings regarding the expansion of Resourced Provisions.</b>
<b>Action: SEN team to continue to scope of numbers of pupils with sensory needs, broken down into primary and secondary.</b>
<b>Action: RW to get the PBS survey finalised and send to NC today.</b>

**Action: RW to collate suspension and exclusion data, broken into primary and secondary, to be included in the papers for the next meeting.**

**1. Welcome**

NC welcomed everyone to the meeting. The actions from the previous meeting were reviewed and confirmed to have been completed.

**2. Chairs Update**

NC gave an update as per the slides that were circulated prior to the meeting. She confirmed that she has had a positive meeting with the DfE and has also met with South East Sector-Led Improvement Partnership who have seen some positive outcomes through early intervention work and shared good practice.

NC noted that the figure of 187 additional specialist places needs to be updated to 201 and asked colleagues to amend any anomalies they spot.

NC asked CH to set up a meeting between her and IR, to look at the safety valve and any recharges.

**Action: CH to set meeting up between NC and IR.**

**3. Workstream Update**

The colleagues responsible for each workstream gave updates as per the slides.

DP ran through 3.1 and NC advised that we need to get clarification around the funding of the SEN Support phonenumber, as we have only paid for the use of it up to March 2024. IR agreed to look into this and NC suggested it is added to the 'risks'.

**Action: IR to look into the funding of the SEN Support phonenumber.**

NC shared that a new online platform is being set up for IOW schools to access instead of using the Hampshire portal and will be launched with schools shortly.

**Action: NC to present a piece on the new online platform at the next meeting.**

AJ asked about timelines for cost savings and NC explained that the costs are associated with a reduction in EHCP's, compared to forecasted figures. She reported that there is currently a 9% growth rate, which she hopes to reduce to 4.5% by September 2025 through better school support and early intervention. NC suggested carrying out modelling based on these figures, and asked DP and IR to work the

costs out by the next meeting.

**Action: DP and IR to meet and work 3.1 costs out by the next meeting.**

NC noted that there are references to 'Resource Provisions' and she asked that this is amended to 'Resourced Provisions'.

NC asked that a slide is added which shows data on the use of the telephone line, financial information, schools not attending SENCo networks etc.

**Action: DP to add a slide which shows data for 3.1.**

HM ran through 3.2 and spoke about training sessions she is planning for the team and new SEND Manager.

HM then ran through 3.3 and a discussion took place around having a QA mechanism for panels and decision making. RL explained that Childrens Social Care have different processes and HM said that she would liaise with CSC colleagues.

**Action: HM to liaise with Social Care colleagues around the QA-ing of the Area SEND work.**

IR ran through the associated costs of 3.3 and noted that we are currently commissioning 20 places at St George's, and when they pulled the budget together, it was based on 15. She also noted that the mainstream top-up is based on the Spring term cohort, and we will hopefully see the impact of the satellite provision and the expansion of Greenhaven.

JK ran through 3.4 and advised that the figure of 187 needs to be changed to 201 here too. She noted that DP doesn't have the invites to the meetings regarding expansions of Resourced Provisions, but she will send them to him.

**Action: JK to send DP the invites to the meetings regarding the expansion of Resourced Provisions.**

A discussion took place around the creation of a sensory Resourced Provision, and it was agreed that the team would continue to analyse and scope out numbers of pupils with sensory needs, broken down into primary and secondary.

**Action: SEN team to continue to scope of numbers of pupils with sensory needs, broken down into primary and secondary.**

IR ran through the associated costs of 3.4 and NC suggested adding a matrix to explain that because the ILC will always sit on the High Needs

Block, the costs will always be high, but will result in a reduction in discretionary and EOTAS spend.

RW ran through 3.5 and explained that a survey has been designed to get feedback on the PBS. AJ asked for timelines and NC noted that we need to be mindful around school place planning and elections, and suggested it is sent out this week. RW said that she can get it finalised today and will send over to NC to include in her email to Heads.

**Action: RW to get the PBS survey finalised and send to NC today.**

DP ran through 3.6 and noted that he needs to link up with HM around EHCP pupils and the DFN project. He also shared that he is having difficulty juggling meetings and is missing some key events, so is not always having the influence he wants to have.

NC ran through 3.7.

**4. Performance impact**

NC asked if attendees feels the data is useful and they agreed that they did. She explained that this data is used to inform decision making and asked which other data colleagues would find useful. HM suggested adding suspension and exclusion data, broken into primary and secondary, which RW agreed to collate.

**Action: RW to collate suspension and exclusion data, broken into primary and secondary, to be included in the papers for the next meeting.**

NC felt that the fourth and fifth performance data slides can be removed.

**5. Appendix**

NC ran through the appendices.

**6. Any other business**

NC advised that there is work to do around becoming more streamlined but thanked colleagues for their time and said that she appreciates everyone's efforts. She thanked AJ for pulling the slide deck together and IR for her work behind the scenes.

**Meeting closed: 3.45pm**