



Minutes

Name of meeting	Isle of Wight SEN Reforms Implementation Board
Date and time	12.00 – 14.00
Venue	Conference Room 3, County Hall
Present	<p>Chris Jones, Education Officer, SEN Reforms Implementation Lead and Chair of Implementation Group Lynn Mead, SEN Reforms Implementation Project Manager Kate Symes, SEN Services Manager Jackie Boxx, Head of Alternative Provision Amanda Tickle, Inclusion Development Officer, People matter – VCS Representative Lorraine Shotter, Parent's Voice – Parent/Carer Senior Representative Lynda Burroughs, Parent's Voice - Parent/Carer Representative Claire Franklin, Parent's Voice - Parent/Carer Representative Dorothy Harrington, Parent Partnership Officer Julie Stewart, Medina House, Secondary Special School Samantha Rooney, Isle of Wight College – College Representative Debbie Morris, Commissioning Manager, Individual Support, Adult Social Care Sue Holman, St Georges, Secondary Special School Michelle Jones, Clinical Commissioning Group Charlotte Mallows, Administrative Assistant Samm Rooney, IW College Representative</p>
Apologies	<p>Joanne Payne Caroline Carpenter Peter Shaw Robin Goodfellow Debbie Lavin</p>
1.	Minutes of last meeting – Signed off
2.	Declarations of Interest Claire Franklin is part of Assett Advocacy Services for SEN Needs
3.	SEN Reforms Implementation Terms of Reference There are changes being made to health section of the document and additions around the impact of transitions. The Document has been changed to SEND to reflect the new Code of practice. The Board members will be an evolving list. The quorate number will be set at the statutory agencies, 3 parents and carers and 1 School representative. This will be updated and completed for next month's meeting but it has been agreed to be signed off.

4. **Project Initiation Document**
Consultation regarding this has taken place with various groups. There are some changes that still need to be added but these will be brought to next meeting for document sign off.
5. **Parent Carer Engagement Plan**
There are a large number of parents who want to be part of this forum and therefore People Matter have decided to have an in-house forum to keep all parties informed.
This is a foundation model but there is room to evolve with the project.
Conduit will be Amanda Tickle for all parent/carers involved in attending meetings.
6. **Parent Carer Remuneration Policy**
This policy has been adopted by People Matters IOW adapted from Hampshire's document.
The mileage will be changed to 45p throughout the document.
All claims will go through Amanda Tickle to be authorised then a claim sent to IWC in line with other Local Authorities.
There have been issues surrounding the status of the forum as there is legal liability.
This document has been signed off.
7. **Project Managers Highlight Report**
Lynn Mead explained the Red, Amber, Green (RAG) System and that the purpose of the document is to reflect the overall activity done by the workstreams.
At the moment we are working to implement by September 2014 but there is a chance this will be changed.
IT are working to produce a prototype for the Local Offer and this will be brought to the May meeting.
Parents Voice have 500 leaflets regarding the changes in SEN and a copy of this leaflet will be sent to Lynn to look at.
Lynn is going to contact communications to look at a plan for raising awareness. It is thought that the Short Breaks Fun-day will be a good place to raise awareness around the reform.
The board were all asked to raise anything that they would like to see more of or what they would like to be brought to the meetings.
There is an overall capacity issue across these workstreams.

Local Offer

- there have now been 2 meetings that have gone well and it is now clearer about the key activities that needs to be completed.
- In these meetings it will be identified where the key work will be done within the 3 workstreams.
- Chris Jones is looking at a Job description for a Local Offer Designated Officer and this will be brought to the board.
- Jackie is looking at what the School offer will look like.
- Any external IT procurement may cause an issue.

EHC Plans

- There have been 2 meetings so far and the last one was very proactive as everyone took away an action to be completed and returned at the next meeting.
- There is a good cross section of participants.
- All areas are at green

Personal Budgets

- The 2nd meeting is tomorrow.
- For the strands at Amber the SE7 is being looked at for research and direction.
- The 18-25 year olds will now be returning to Adult services so Debbie Morris will be attending the meetings. There is already a Personal Budgets' service within Adult services so there will need to be a smooth transition between the children's and Adults' service.

8. AOB – there was none