

# Minutes



## Safety Valve Board Meeting

Tuesday 20<sup>th</sup> August 2024, 3pm

## Microsoft Teams Meeting

### Present:

Naomi Carter (NC) – Service Director, Education, Inclusion and Access  
Heather Morris (HM) – Service Manager, SEN and Inclusion  
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  
Debbie Williams (DW) – Team Manager, Data and Performance  
Sarah Linington (SL) – Business Services Service Manager  
Charlotte Heard (CH) – Business Services Officer

### Apologies

Jade Kennett (JK) – Service Manager, Strategic Development  
Theresa Wall (TW) – Senior Early Years Advisory Teacher  
Margarida Ressurreicao (MR) – Data Analyst

Summary of Actions
<b>Action: NC and IR to discuss having a headline with expenditure pressure.</b>
<b>Action: HM to add further clarity to the performance tables.</b>
<b>Action: HM to ensure that the performance information for the next meeting only contain information on pertinent areas, and those that have an impact on workstreams.</b>
<b>Action: IR to amend “2025/06” to “2025/26”.</b>
<b>Action: IR to look into the recharge of the EHE post.</b>
<b>Action: HM to add context to 3.3 finance.</b>
<b>Action: HM to liaise with RL and add context to the finance for 3.4.</b>
<b>Action: NC to add a note to 3.7 explaining the EP situation.</b>
<b>Action: NC and RL to continue the conversation offline around an OAP document.</b>
<b>Action: NC to amend the wording in 3.2, from ‘differentiation’ to ‘adaptation’.</b>

## 1. Welcome

NC welcomed everyone to the meeting. The minutes from the previous meeting were agreed correct, and the actions were reviewed.

NC advised that Dean Prodomo has now left the Local Authority and yesterday was his last day. In the interim, NC and other colleagues will pick up the areas he was responsible for, but NC noted that it will affect the submission to the DfE.

IR confirmed that she sent some information on the phonenumber to NC and will resend it. RW confirmed that she is collating data that covers the whole school year, but just needs the numbers on roll from SL. All other actions have been completed or are ongoing.

## 2. Chairs Update

NC gave an update. She explained that she has changed the order of the meeting slightly but advised that the numbers on the agreement (3.1, 3.2 etc) need to stay as they are, as this is what was agreed with the DfE. NC asked that colleagues only amend the update page for their workstream and leave the first page as it is. SL will be taking over the coordination of the meeting papers when AJ leaves.

NC advised that there is work to be done on early years and provision for complex children, and future growth of EHCP and how we manage provision, however this is paused.

**Action: NC and IR to discuss having a headline with expenditure pressure.**

## 3. Performance Impact

The group ran through the current performance and HM noted that further clarity is needed around some tables, which she agreed to pick up as an action.

**Action: HM to add further clarity to the performance tables.**

HM reported that we are moving towards a concerning picture regarding timeliness. We are currently below the national average (14%) due to delayed external advice, which has created significant pressures and a backlog. HM confirmed that the team are looking at ways to mitigate this.

**Action: HM to ensure that the performance information for the next meeting only contains information on pertinent areas, and those that have an impact on workstreams.**

A discussion took place around the high needs forecast and IR confirmed that she has updated the figures based on an EHCP growth rate of 9%. JS noted that there was a typo in the table and IR agreed to change this.

**Action: IR to amend “2025/06” to “2025/26”.**

The group ran through the high needs block line by line and IR confirmed that it reflects the additional places at Medina House. RW queried the recharge of the EHE post coming out of the Support for Inclusion budget, and IR agreed to look into this.

**Action: IR to look into the recharge of the EHE post.**

#### **4. Workstream Update**

The colleagues responsible for each workstream gave updates.

The responsibility for 3.1 has fallen to NC following Dean’s departure and has been paused for the time being.

With regards to 3.3, HM advised that she would like to add context to the finance information, which IR agreed with.

**Action: HM to add context to 3.3 finance.**

JK holds responsibility for 3.4 but was not in attendance, so NC gave the update. She confirmed that considerable progress has been made. The new headteacher of the ILC will be starting early on 23<sup>rd</sup> September, which NC is pleased about. IR noted that one high-cost placement has ceased, and the young person is now at St George’s. RL reported that there are few foster care placements on the island, which means that young people are having to be placed on the mainland. HM felt it would be useful to add context to the finance section.

**Action: HM to liaise with RL and add context to the finance for 3.4.**

With regards to 3.6, NC advised that we need to reconsider how this looks. She has put feelers out for a temporary position for Post 16 Lead and until the position is filled, we cannot report on this workstream as there is no capacity to deliver on Post 16 work. This is an area that is very impacted by capacity.

With regards to 3.7, HM explained that the SLA we have with Hampshire for EP work was specific to a certain number of assessments being completed. There is the risk that we have used, or are close to using, the contracted SLA hours, which would leave us in a vulnerable, non-compliant situation, as there will not be enough capacity to compete with the number of referrals coming in. AJ suggested that this is noted formally, and NC confirmed that she will add it.

**Action: NC to add a note to 3.7 explaining the EP situation.**

#### **5. Discussion**

NC explained that she is looking at setting up additional services, which will take time and will hold things back at least one term. She asked colleagues to send her any ideas.

RL suggested a group is put together to work on a document for OAP and also suggested getting schools input. She felt it would be a good starting point and would give them something to refer to. NC asked who would do this and RL stated that there are a lot of practitioners in the SEN, Speech and Language and Education and Inclusion teams, and said that Matthew Bell is good at pulling documents together. NC thanked RL for the suggestion and said they would continue the conversation offline.

**Action: NC and RL to continue the conversation offline around an OAP document.**

RL also suggested focussing the OAP on the secondary sector for a while, as the SPP work is felt less.

RL noted that the word 'differentiation' is used in 3.2 and advised that the word 'adaptation' is now used. NC thanked RL and confirmed that this would be changed.

**Action: NC to amend the wording in 3.2, from 'differentiation' to 'adaptation'.**

## **6. Any other business**

NC thanked colleagues for attending and all the work they are doing. She thanked AJ for all his work and challenge, which she has found to be helpful and inciteful.

**Meeting closed 4.10pm**