

Meeting with Tim Armstrong and Scarlett Milward

17 October 2018, at Moorfoot

In attendance: Laura Gillespie, Julie Chambers, Anne Snowdon, Tim Armstrong, Katie Monette, Scarlett Milward, Eva Juusola (notes)

Apologies: Stephen Betts

Actions from previous meeting

The exemplification of the Sheffield Support Grid is due to be completed by Christmas. School staff will receive training in the use of the grid in early 2019, and implementation will commence after Easter. There are plans to develop a parent handbook and a webinar to explain the use of the grid.

The CCG is looking at commissioning a standalone **sensory service for education settings** (both special and mainstream, pre- and post-16). This would carry out audits and provide training for staff. A task and finish group has been set up, which KM will attend.

The combined **FCAF and MyPlan template** has gone live. Training sessions about the graduated approach will be delivered in November/December 2018 for SENCOs and other services. TA to send training materials to EJ for inclusion on the Local Offer.

Communication

Information for Local Offer website

Background: Information about SEN support, the EHCP processes and mediation/disagreement resolution and tribunal appeals on the Local Offer is incomplete and/or out of date. SPCF submitted articles about these topics in August/September. These need to be reviewed and approved before they can be added to the Local Offer.

The issue: No progress made due to lack of capacity.

Work to be done: EJ to send Local Offer action plan to TA. TA to allocate specific pieces of work (reviewing/writing text for information and advice pages, creating service listings) to individual members of staff.

Information and communication with parents

Background: TA is working on a SEND Communication Strategy. This may include developing a SEND “brand”, a visual illustration of processes (posters, animations), and regular updates via a half-termly newsletter and social media. The cost of this would be around £4,000.

The issue: Parents said that all of these things would be useful, but it is far more important to get the information on the Local Offer right first. Any work on branding, posters etc. also needs to link to the communication strategy for the Local Offer, which also includes using posters and branding.

Work to be done: TM to talk to Joel Hardwick about discussing the link with the Local Offer work with Cathie Tandy. TA to circulate an animations developed by Wakefield.

Coproduction

Background: We looked at a draft Coproduction Charter at our meeting in July and discussed a number of amendments.

The issue: An updated version needs to be circulated and a final charter needs to be agreed and taken to the Jayne Ludlam meeting. We need to clarify how the principles will work in practice.

Work to be done: TA to circulate an updated draft and the Coproduction Charter developed by the SCC Communities Portfolio. Further discussion to be had by email.

Quality of EHC plans

Background: Parents have reported that some conversion plans are quite poor, e.g. important information missing. The EHCP QA group has identified issues with poor writing and proof-reading.

The issue: What quality assurance processes are in place? How effective is the annual review process in improving the quality of plans?

Work to be done: All EHCPs are expected to be proofread by the locality managers before they are sent out. TA to feed the concerns back to the locality managers. The EHCP QA group will meet after Easter to look at conversion plans for which an annual review was held after Christmas, to see whether the annual review has led to improvements in quality. TA expects that the new advice templates will result in better plans, as they will make it easier for the plan writers to lift information straight from the reports.

Social Care assessments

Background: Parents have been told by social workers that they have had a “Family Wellbeing Assessment”.

The issue: Nobody knows how this fits into the hierarchy of social care assessments and which services it might give access to.

Work to be done: TA to find out and report back.

Agenda items to be addressed at other meetings:

1. Strategic review of provision (Joel Hardwick)
2. School improvement strategy – Inclusion strand (Stephen Betts)