

## SEND Executive Board

Monday 10 July 2023

10 – 12 via Teams

### Present

**Catherine Mcevoy-Carr**, Chair, Director: Children, Education and Skills, NCC  
**Deanne Taylor** (DT), Head of SEND, NCC  
**Ann Banks** (AB), SEND Service Improvement Lead, NCC  
**Tara Case** (TC), Associate Director for Newcastle, ICB  
**Jenny Ellis** (JE), Designated Clinical Officer for SEND, ICB  
**Rachel Gibson** (RG), Assistant Director, Newcastle College  
**Stella Wilson** (SW), Director of Operations for Family Health Services, NUTH  
**Gary Myerscough** (GM), Service Manager, LDA and Mental Health Service representing **Johnathon Jamison**  
**Claire Taylor** (CT), Footsteps Nursery, representing early years  
**Chris Rollings** (CR), Head Teacher Hadrian School  
**Warren Petitjean** (WP), Ser Mgr Init Contact, Referral & Assess, NCC (Representing **Sophie Wales**)  
**Sarah Kerrigan** (SK), Service Manager, Children Education and Skills Directorate, NCC  
**Sarah Ledger** (SL), Performance Analyst, Assistant Chief Executives Directorate, NCC  
**Ed Wilkinson** (EW), Service Improvement Assistant, NCC (minutes)

### Apologies

**Mark Patton, Clare Ault, Richard Scott, Sophie Wales, Anna English**

1	<b>Welcome and Apologies</b>	<b>Action</b>
	Chair welcomed members to the meeting.	
2	<b>Outstanding Actions</b>	
	<p><b>Therapies Redesign further update</b></p> <ul style="list-style-type: none"><li>Schedule dates for regular updates in relation to this</li></ul> <p><b>SEND Voice Trainees</b></p> <ul style="list-style-type: none"><li>Schedule a date on the forward plan</li></ul> <p><b>APP 18-month review</b></p> <ul style="list-style-type: none"><li>Complete</li></ul> <p><b>ICB Forward Plan</b></p> <ul style="list-style-type: none"><li>Clare Ault has shared the draft document for people to consider and send comments</li></ul>	<p><b>EW</b></p> <p><b>EW</b></p> <p><b>DT</b></p> <p><b>EW</b></p>
3	<b>Minutes of last meeting</b>	
	Agreed accurate.	

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4	<b>Purpose of SEND Executive</b>	
	<p>Discussion around the SEND Executive Board meetings</p> <ul style="list-style-type: none"> <li>• Online meetings do not encourage great levels of interaction</li> <li>• Therefore proposed to have more in-person meetings to make sure we are moving in the right direction</li> <li>• Agreed that every other meeting will be in person</li> </ul> <p>Discussion around SEND Inspections</p> <ul style="list-style-type: none"> <li>• Inspection call is possible in the Autumn term but unlikely to get a SEND inspection before September</li> <li>• Capacity in our parent/ carer forum is one of the pressure areas but recent new members have been identified and are from a broad range of age ranges.</li> <li>• DT advised that there is a meeting next Monday to agree our working principles with the PCF.</li> </ul> <p><b>Action: DT to arrange for Catherine Mcevoy-Carr to join a future meeting</b></p>	<p align="center"><b>EW</b></p> <p align="center"><b>DT</b></p>
5	<b>Governance terms of reference/ rules of engagement/ SEND workstreams</b> <b>Discussion: Have we got the governance right?</b>	
	<p>Document shared. Terms of reference updates agreed</p> <p><b>Key areas of work:</b></p> <ul style="list-style-type: none"> <li>• Self-assessment is in draft (will be ready by September), today's session will assist in ensuring additional views recorded.</li> </ul> <p><b>Membership of the board:</b></p> <ul style="list-style-type: none"> <li>• <b>Action: ALL to identify deputies where possible and add to a new list for membership</b></li> <li>• Mark Anderson has resigned and although it is not necessary to have a designated health officer, a replacement will be identified when possible</li> <li>• <b>JE</b> to contact Anna English (CNTW) to confirm their appropriate representation.</li> <li>• New interim DPH in role- Chair to discuss this with new director public health.</li> <li>• Secondary school representation to be discussed. DT to seek confirmation with current rep</li> <li>• SK happy to join for both commissioning and CFN- in future, Board may arrange someone for CFN so that there is one person for each area</li> <li>• Jill Bauld to be added to membership</li> <li>• Richard Scott to be added to the membership</li> </ul>	<p align="center"><b>All</b></p> <p align="center"><b>JE</b></p> <p align="center"><b>CMC</b> <b>DT</b></p> <p align="center"><b>SW</b></p> <p align="center"><b>JE</b></p>

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	<p><b>Governance structure:</b></p> <ul style="list-style-type: none"> <li>• MHLDA board               <ul style="list-style-type: none"> <li>◦ Anna English and Clare Ault have identified that this needs restructuring- to be revisited and put on the forward plan</li> <li>◦ <b>Action: Tara Case to get Clare Ault to send (update) to Ann Banks</b></li> </ul> </li> <li>• Youth justice role needs to be further explored</li> </ul> <p><b>Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Discussion around how to feed Children’s forum into all workstreams</li> <li>• Operational workstreams to review their terms of reference to ensure that they are accurate</li> <li>• Management of Local Offer- does not currently sit in the workstreams- LO champions do not feature. LO group to be noted on governance</li> <li>• NUTH representation in each of the workstreams. <b>Action: JE to look and see who should be added</b></li> <li>• <b>Claire Taylor to be added to Getting It Right Together workstream</b> <ul style="list-style-type: none"> <li>• Discussion around SEND and Social Care workstream-</li> <li>• Agreed it should be useful to have its own workstreams- Respite/ short breaks is a huge need that further confirms this</li> </ul> </li> <li>• <b>Action: DT to send WP some ideas around this and the DSCO could potentially Chair</b></li> </ul>	<p>TC/ CA</p> <p>AB All</p> <p>JE</p> <p>AB</p> <p>DTa</p>
6	<p><b>SEND Inspection- Hartlepool</b></p>	
	<p><b>Presentation shared from Hartlepool</b> Shows week by week (1-3) steps of inspection and reflection from Hartlepool</p> <p>Discussion around some of the key issues that need to consider.</p> <p>Wait list Survey</p> <p><b>Jenny Ellis</b> advised that there is a piece of work being done around the wait lists - sending out a survey monkey for all people on a waitlist to understand the baseline of what support they are getting Clare Ault is looking into pathways for information to be shared about hubs</p> <ul style="list-style-type: none"> <li>• Special schools might be a huge untapped resource</li> <li>• SEMH pen profiles</li> <li>• Soft launch of universally available guidance- poster in each classroom</li> <li>• Editing 'behaviour support' to 'relationship support'</li> </ul>	
7	<p><b>Production of our SEF: inspection evaluation criteria</b></p>	
	<p><b>Presentation shared</b></p>	

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	<ul style="list-style-type: none"><li>• Includes the 5 evaluation criteria</li></ul> <p><b>Workshop completed to gain views of those present</b></p> <p>Further points:</p> <p>Discussion around aspiration</p> <ul style="list-style-type: none"><li>• Need to ensure that there are resources and things for people of all ages</li><li>• Ensure opportunities are completely inclusive</li><li>• How to share vision of inclusion across the city</li></ul>	
14	<b>AOB</b>	
	No Further Comments	
15	<b>Date and time of next meeting</b>	
	Monday 18 September 2023, 10 - 12	