

Minutes of the Whole School SEND (WSS) Programme Board Meeting

19th June 2019

Attendees

Chair – Malcolm Reeve (MR)

nasen CEO – Adam Boddison (AB)

UCL Centre of Inclusive Education (CIE) – Gill Brackenbury (GB)

National Director of WSS - Anne Heavey (AH)

WSS Director of Operations – Charlotte Rains (CR)

Secretary to the Programme Board – Daniel Morgan-Thomas (DMT), taking minutes.

Nasen trustee – Trevor Daniels (TD)

WSS consortium members:

Mark Turner (MT) Real Group Managing Director

Lisa Knowles (LK) Achievement for All (AfA) Development Manager

WSS Community of Practice members

Katie Causon (KC) SENCO, Montgomery and Percy Shurmer Primary Academies, Birmingham

Matthew Orr (MOr), Associate Assistant Principal, Minsthorpe Community College

Mark Oldman (MOI,) Millgate and Keyham Lodge Schools, Leicester

Parental representation

Ros Luff (RL) NNPCF

Heather Tarbuck (HT) Contact

Also in attendance later in the meeting

Graham Easterlow (GE) WSS Regional SEND Leader North

Gina Wookey (GW) Head of Sales and Marketing, nasen

Apologies received from:

Claire Dorer (NASS CEO), Simon Knight (National SEND Leader), Elaine Underwood (Department for Education).

- 1. The Chair welcomed Board members. There were three apologies and no items of any other business were raised in advance.**

2. SEND Index and Related Outputs

There was discussion surrounding the delivery issues for strand 1a.3.

AH put the final recommendation to the Board to remove UCL CIE from the contract both as strategic partner and for delivery of the SEND Index.

Following a vote (from which the Chair abstained), the Board notified AB that UCL CIE should be removed from the contract.

Action: AB to write to UCL CIE to confirm the Board's decision formally.

Action: AB and AH to feed back the Board's decision on UCL CIE to DfE.

The Board then adjourned and GE and GW entered for their presentations.

3. Presentations

i) WSS Regional SEND Leader Graham Easterlow

MR introduced GE to Board members. GE's presentation highlighted the principal areas of work in the Northern region as follows:

- Data Analysis
- Regional Profiling
- Relationship Building
- Outreach
- In Reach
- Physical Presence

GE left the meeting at this stage.

ii) nasen

GW gave an overview of nasen-led activity around communications – she has been working with DfE on Whole School SEND communications.

GW left the meeting at this stage.

4. Minutes of the last meeting and matters arising

The Chair asked the Board to confirm for accuracy the minutes of the last meeting, which the Board approved.

The Chair asked for updates on the actions from the last meeting and it was noted that the parent audit response highlights the involvement of parents in many contract strands.

Action: DMT to include parent audit report with the minutes.

The update to the board on KPIs was included in the minutes.

5. Y1 KPIs report (CR/AH)

AH noted that a report had been circulated on the KPIs completed after the end of Year One.

6. Y2 Q1 KPIs report (CR/AH)

CR reported on the work undertaken so far in Year Two. AB noted that project briefs for individual contract strands were developed across the central team and agreed with DfE.

CR noted that KPIs and deliverables had not yet been confirmed with some subcontractors so the current table presented to the Board was not filled in where this was the case.

Action: CR to circulate the deliverables table with currently completed KPIs before the next Board meeting.

MOI asked how embedding SEND in practice is assessed. AH noted that the rebrokered evaluation strand will now include TeacherTapp questions, which receives responses from c.4,000 practitioners daily. The overall aim is also implemented through individual contract strands.

CR highlighted work that is forthcoming on contract strands in Year Two:

- **1.a.1 SEND Gateway** There will be a SEND Gateway user experience survey.
- **1.a.2 SEND Research** This strand has been changed in light of Year One experience.
- **1.a.3 SEND Index** In light of the Board's earlier decision, this strand is to be confirmed.
- **1.a.6 Evaluation** A contract has now been issued to carry out this work.
- **1.b.1 LA Support** The work on this strand picks up from Year One.
- **1.c.2 and 1.c.3 Expanding the Community of Practice** There will be 48 Regional CPD events this year.
- **1.d.1 and 1.d.2 SEND Awards and Champions** Scoping for these strands is underway.
- **2.a.3 SEND Index Roundtables** These are to be confirmed (see 1.a.3).
- **2.a.4 PDnet** This strand is in the process of being confirmed with the subcontractor.
- **2.b.4 MAT Reviews** This strand has been expanded from work undertaken in Year One.
- **2.b.5 6th Form SEND Review** This strand of work will develop the findings of the SEND Review in school based 6th form settings.
- **2.b.7 SLE SEND Reviewer Training** This Reviewer training has been developed for SLEs and other experienced practitioners.

- **2.b.8 Preparation for Adulthood Guide** CR noted that this guide had not been trialled extensively when it was created and this work, which is yet to be commissioned, will provide feedback on the guide.
- **2.c.1 DME** AB spoke on the area of Dual and Multiple Exceptionality (DME).
- **3.a.1, 3.a.2 and 3.b.1** These strands reflect potential contingency work to update outputs produced in Year One.
- **3.c.1 and 3.c.2** These strands include planning for work that may take place in Years Three and Four.
- **4.b.7.i Leadership Guide** The next meeting of the Expert Reference Group will take place on 17th July.
- **4.b.7.ii Condition-specific Videos** Testing of draft videos has been undertaken with groups of NQTs, which has generated useful feedback. There will be another feedback session for the next round of draft videos in July. When completed the videos will be available through the SEND gateway and other websites where appropriate.
- **4.b.7.iii Subject-specific Resources** This strand of work is being expanded in Year Two to include Relationships and Sex Education (RSE). AH noted that the central team would value suggestions of high-quality case studies in Mathematics and Key Stage 3 and 4 English.

Action: All members to send suggestions of case studies for subject-specific inclusive resources for Maths and English (KS3/4).

- **4.b.7.iv AP SEND Support Case Studies** The report on case studies on transition from AP to SEND support is currently being compiled.

7. Process for Updating SEND Review Guides

AH noted that there are currently guides under development as well a pre-existing suite of guides, which need review to ensure they are kept up to date with current policy. AH suggested that the Board develop a process where changes to guides are ratified by the Board to maintain these as products of the Consortium. AB added that final versions would come to the Board to ensure that the original spirit of the documents are not lost.

The Board approved the suggestion for ratification of updated and new guides in future.

8. AOB

There was discussion around the collection of Community of Practice data and how this is analysed per region.

Action: AB and AH to provide response at next meeting regarding RSL information and planning.

Action: AH/CR to report back on regionalised communications at next meeting.

Next meeting: 18th September 2019, Hogarth House, London.

Action List

| Number | Action | Person |
|---------------|---|---------------|
| 1. | To write to UCL CIE to confirm the Board's decision formally. | AB |
| 2. | To feed back the Board's decision on UCL CIE to DfE. | AB/AH |
| 3. | To include parent audit report with the minutes. | DMT |
| 4. | To circulate the deliverables table with completed KPIs before the next Board meeting. | CR |
| 5. | To send suggestions of case studies for subject-specific inclusive resources for Maths and English (KS3/4). | All members |
| 6. | To provide a response to regionalised data | AB |
| 7. | To report back on regionalised communications at next meeting. | AH/CR |