

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

18<sup>th</sup> September 2019

### Attendees

Chair – Malcolm Reeve (MR)

nasen CEO – Adam Boddison (AB)

National Director of WSS - Anne Heavey (AH)

WSS National SEND Leader – Simon Knight (SK)

WSS Senior Contract Manager – Harriet Hannan (HH)

WSS Project Manager – Pernille Petersen (PP)

WSS Communications and Training Events Manager – Natalie Reid (NR)

WSS Programme Assistant – Francesca Wakefield (FW), taking minutes.

### **WSS consortium members:**

Claire Dorer (CD) NASS CEO

Mark Turner (MT) Real Group Managing Director

Philip Garner (PG) Talent 4 Transition Principal Consultant

### **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

### **Parental representation**

Heather Tarbuck (HT) Contact

#### **- Also in attendance later in the meeting:**

Ros Luff (RL) NNPCF

#### **- Apologies received from:**

Trevor Daniels (nasen Trustee), Elaine Underwood (Department for Education), Mark Oldman (Director of Schools, Keyham Lodge and Millgate School, Leicester)

**1. The Chair welcomed Board members. There were three apologies and the Chair made some opening remarks.**

MR highlighted the new additions to both the Board and the Whole School SEND (WSS) team and stated that after the setup work that was done in Year 1, Year 2 has more scope for real impact and we should be entering the next quarter in a positive frame of mind.

MR also noted that it is the Board's purpose to ensure that KPIs are kept on track and met.

## **2. Board Membership**

MR expressed thanks to Lisa Knowles for her previous role as a Board member and suggested that he write a formal letter of gratitude.

**ACTION: MR to write formal letter of thanks to Lisa Knowles**

PG was introduced to the Board as a new member and gave an overview of his new role with WSS as a subcontractor.

RL joined the meeting.

## **3. Programme Update**

### **i) Updated Whole School SEND central team**

The members of the WSS team present at the meeting introduced themselves and outlined their roles within the team.

### **ii) Natalie Reid update on events**

NR presented the Community of Practice e-news open rates for the past quarter which were as follows: July 40%, August 33%, September 39%.

AH clarified that the total number of members for the Community of Practice is approximately 8000.

NR suggested that as more CPD events are held the open rate will increase.

NR presented an overview of the CPD events and noted that the first event had been held on the 12<sup>th</sup> September and the next CPD event will be held on the 19<sup>th</sup> September. NR explained what evidence is collected from the events to present to the Department for Education. NR presented feedback from the first event. There were 31 responses with all expressing that they are 'extremely likely' or 'very likely' to attend another event in the future.

NR noted that the themes for the events are broad and cover inclusion, governance and Every Leader a Leader of SEND.

### iii) WSS update

AH presented some general updates on WSS's work this quarter and noted that time has been spent on recruiting a new central team.

AH explained that the relatively light deliverables for Q2 were a result of the large amount of project setup required and the time taken up by the school summer holidays.

AH explained that regarding the 4 strands currently listed as 'TBC' in the current version of the Deliverables table, 2 have gone to tender and have had applications received, with tenders to be awarded by the end of the month. AH also noted that we are in the process of issuing paperwork to the subcontractors regarding the outstanding review projects under Aim 3.

AH noted a clear change in direction from Year 1 with a sharper focus on 'hands on', direct work with teachers and practitioners. AH noted that with more specific training and a refocusing of energies the outputs and feel of the year will be different.

AH also presented to the Board the news that WSS has received funding from the Education Endowment Foundation (EEF) for a randomised control trial of the use of SEND Reviews in mainstream secondary schools. The project will be evaluated by Manchester Metropolitan University. The trial will cover 140 schools and will examine pupils identified at the SEN Support level. The project will be led Margaret Mulholland and Katherine Walsh with recruitment currently ongoing for various project posts. The trial will focus on the demand for whole school approaches to evidence-based SEND provision.

AH stated that the official announcement of the EEF trial will take place shortly.

AB noted that an influential report based around EEF and SEND is due to be published in January.

AH reassured the Board that conversations with the Department for Education regarding Years 3 and 4 of the WSS contract are ongoing and she will provide a formal update as soon as is possible.

AH clarified that she will have strategic involvement but the EEF project will primarily be led by Katherine Walsh and Margaret Mulholland.

MR asked about upcoming risks for Year 2. AH responded that the uncertainty around funding for Years 3 and 4 is a big risk and it may lead to a loss of momentum in the event that the contract is extended. MR added that this risks a period of uncertainty for regional teams during the Spring term. AH suggested using Year 2 Quarter 4 as a setup stage for future years to mitigate these risks.

AB suggested that another challenge may be WSS's ability to reach those who are resistant. AB added that WSS's work has been supported by the change in the Ofsted framework but that expectations must be managed and a slow-down anticipated.

AB also stated that the Department for Education is committed to revising the SEND Code of Practice before the end of 2020 and is undertaking an internal review into SEN, for which AH will be an

independent advisor. AB also reiterates the need to ensure that WSS is not 'spread too thin' whilst of course maintaining deliverability on the KPIs.

AB noted the everchanging situation surrounding Year 3 and MR asked for this to be clarified to the Board as soon as possible.

**ACTION: AH to inform the Board of decisions made regarding Years 3 and 4**

#### **4. Break for Lunch**

#### **5. Minutes of last meeting and matters arising**

Minutes and actions from the last meeting were reviewed and reported on.

#### **6. Updates against Q2 KPIs**

AH presented the Exceptions Report and noted that all strands are currently on track. AH acknowledged that this quarter involves fewer open lines as much of the focus had been on setup during Q2.

AH noted the following exceptions:

- **3a.1 and 3a.2: Framework for Specialists**
- **3b.1: SENCO Induction Pack**
- **4b.7.ii: Condition-Specific Videos**

AH noted the following highlights:

- **1a.6 Evaluation Measures:** An early report on the findings should be considered for next quarter.
- **1b.1 LA Support:** Currently progressing at pace. AH reported that discussions are ongoing regarding the possibility of implementing 'pre-referrals'.
- **2a.4 Physical Disability:** A project with many sub-strands, this strand is already exceeding its KPIs.
- **2b.8 PFA Guide and 2b.8 SEND Learning Pathways:** Projects have been defined and the tender process is well underway.

The Chair asked the Board for comments on the Deliverables Table and these were reported by members.

#### **7. SEND Review Guide sign-off**

AH explained that AfA trialled the SEND Review Guide in 6 schools and found that the Review fostered good engagement in Early Years settings but more work was required to have the same impact in 6<sup>th</sup> Form settings. AH explained that the SEND Review Guide has been updated with comments from the trial.

AH noted that the 6<sup>th</sup> Form Annexe will be presented at the next Board Meeting.

The Chair asked the Board for comments on the updates to the Guide. There was discussion around wording of the updates.

MR agreed with the comments and suggested that the Review Guide is not ready for signoff. AH agreed that it is important that the Board feels confident with the content of the Guide.

**ACTION: An updated Review Guide incorporating all elements to be presented at the next Programme Board Meeting in December**

AB noted that the original authors must be considered when updating the guides. AB asked for agreement from the Board regarding the extent to which original authors are involved in changes. The Board agreed that the chair of the original process from each Guide should be consulted.

**ACTION: AH to consider the workplan for updating the SEND Review Guide**

## **8. Dates for future meetings**

FW presented future dates for the next meetings of Year 2 as 11<sup>th</sup> December 2019 and 18<sup>th</sup> March 2020.

## **9. AOB**

### **i) Protocol for tendering in exceptional circumstances**

AH asked the Board to agree to a process for circumstances in which subcontractors whose work has been ceased early reapply for future projects.

MT suggested a question to be included in the tender specification that asks whether contractors have previously been involved in a government contract and had their work ceased early. MT suggests adding a section that would allow contractors to record any changes they have made as a result of this but emphasises that the same questions would be sent to all applicants.

The Board agrees that this should be added to the tender specification.

**ACTION: HH to include the proposed changes in future tender specifications**

### **ii) Agreeing subcontractors for next meeting**

MT suggested inviting pdnet.

MOr suggested inviting the Centre for Education and Youth (formerly LKMCo).

AB suggested inviting Driver Youth Trust.

MR suggested sending a formal invitation to the Department for Education to attend in order to ratify the changes to the SEND Review Guide.

The Board agreed to the invitations.

**ACTION: MR to formally invite the Department for Education to review the updated SEND Review Guide**

**ACTION: WSS Team to invite the specified subcontractors**

**Next meeting: 11<sup>th</sup> December 2019**

**Action List**

<b>Number</b>	<b>Action</b>	<b>Person</b>
1.	To write formal letter of thanks to Lisa Knowles	MR
2.	The Board to be informed of decisions made regarding Years 3 and 4	AH
3.	An updated Review Guide incorporating all elements to be presented at the next Programme Board Meeting	AH
4.	Workplan for updating the SEND Review Guide to be considered	AH
5.	Proposed changes included in future tender specifications	HH
6.	The Department for Education to be formally invited to the next meeting to review the updated SEND Review Guide	MR
7.	Pdnet, DYT and CfEY to be invited to next meeting	HH