

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

11th December 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)
nasen Trustee – Helen Cooper (HC)
WSS Senior Contract Manager – Harriet Hannan (HH)
WSS Communications and Training Events Manager – Natalie Reid (NR)
WSS Project Manager – Pernille Petersen (PP)
Department for Education representative – Chris Eridani-Ball (CEB)
WSS Programme Assistant – Francesca Wakefield (FW), taking minutes.

WSS consortium members:

Claire Dorer (CD) NASS CEO
Philip Garner (PG) Talent 4 Transition Principal Consultant

WSS community of practice members

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

Parental representation

Ros Luff (RL) NNPCF

Also in attendance:

Di Caesar (DC) pdnet
Karen Wespieser (KW) Driver Youth Trust

Apologies received from:

Trevor Daniels (TD) nasen Trustee
Katie Causon (KC) SENCO, Montgomery and Percy Shurmer Primary Academies, Birmingham
Heather Tarbuck (HT) Contact
Mark Oldman (MOI) Director of Schools, Keyham Lodge and Millgate School, Leicester
Mark Turner (MT) Real Group Managing Director

1. Welcome and Apologies (MR)

The Chair welcomed Board members. There were five apologies received.

2. Update from consortium partner: pdnet

DC introduced the work of pdnet and presented an update on their work for strand 2a.4.

- **2a.4(i):** The first delivery of Level 2 training has taken place. Future training dates have been booked for February.
- **2a.4(ii):** 443 people have completed the Raising Awareness training course, 2000 resources have been downloaded from the Effective Practice Hub and 27 schools have utilised pdnet's self-audit tool.
- **2a.4(iii):** pdnet have surveyed schools regarding accessibility plans.
- **2a.4(iv):** Expert writers have been identified and drafts created.

DC emphasised that pdnet would like to encourage schools to use the self-evaluation tool and asked for the Board to spread the message of this audit.

The Chair thanked pdnet for their work on the contract and there was discussion from the Board.

ACTION: CEB and DC to be put in contact.

CEB left the meeting.

3. Update from Philip Garner on AP case studies

PG presented an update on his work for strand 4b.7(iv).

- 13 out of 15 identified AP settings have been visited with the remaining 2 visits to be completed this term.
- For 13 visits, draft case studies have been prepared and 6 have so far received feedback. The case studies will be completed by the end of January.
- PG noted that there have been some issues of access to settings.
- Feedback from the DfE on the draft case studies have focused on accessibility for ground-level practitioners. PG has assembled a reference group to provide guidance on this.

The Chair thanked PG for his update and there was discussion from the Board.

4. CPD Events Update (NR)

NR presented an overview and update on strand 1c.3.

- The monthly e-newsletter for November was sent out to 6143 recipients with a 35% open rate, up from 34%.

NR presented the following data on events delivered and average attendance for the Regional CPD events:

- EMSYH (2 events, average 50 delegates), SCNWLON (3, 40), SW (4, 39), WM (3, 21), LWY (4, 26), SESLON (3, 15), ENELON (3, 15), North (1, 11).
- Across all 23 events, there has been an average attendance of 31 delegates with the main demographics being Headteachers/Senior Leaders and SENCOs.
- Key themes from the events have been Leadership and Strategic operation of SEND provision.

AH stated that the targeted average of 30 attendees is being met.

ACTION: NR to present an overview of the types of schools attending CPD events at the next Board meeting.

5. Lunch

PG left the meeting.

DC left the meeting.

6. Minutes of last meeting and matters arising

CEB re-joined the meeting.

The Chair asked Board members for comments on the previous minutes. No amendments were made to the minutes.

The Chair reported on the actions from the previous meeting.

- **Action 1)** Completed.
- **Action 2)** Delayed as a result of the pre-election purdah period.
- **Action 3)** Delayed due to purdah.
- **Action 4)** Delayed due to purdah.
- **Action 5)** Completed.
- **Action 6)** See Actions 3 and 4 above.
- **Action 7)** pdnet and DYT in attendance. CfEY were not invited due to delays to strand 4b.7(ii) as a result of purdah.

KW joined the meeting.

7. Update against Q3 KPIs (AH)

AH presented the Exceptions and Highlights Report and noted that several projects had been affected by purdah. AH also noted that Q3 has 30 active strands, indicating that both the volume and pace of work has increased from last quarter.

AH noted the following exceptions:

- **1b.1: LA support for WSoA**
- **3b.1: SENCO Induction Pack**
- **4b.7.ii Condition Specific Videos**
- **4b.7.iii Subject Specific Support**

AH noted the following highlights:

- **1c.3 CPD events:** These have received overwhelmingly positive feedback.
- **2b.4 Support for Learners with Physical Disabilities:** AH highlights this as one of the largest parts of the contract.
- **2b.7 SLE SEND Reviewer Training:** There has been huge demand from professionals to develop the practice to review provision.
- **2b.4 MAT Reviews:** MR informed that this strand has exceeded its KPIs for this quarter and there had been a very high quality of candidates undertaking the training.

There was discussion from the Board surrounding the Contract Deliverables document.

CD asked if there has been consideration of the risk management needed around staff retention due to the delayed decisions regarding potential Years 3 and 4 of the contract. AB responded that nasen are aware of this. AH acknowledged the risk of a loss of momentum due to a delayed decision around Year 3 and suggested that plans are made in Q4 regarding the implementation of a potential Year 3.

8. Driver Youth Trust: Evaluation Activity

CEB left the meeting.

Under the guidance of KW, the Board undertook an evaluation activity.

MOr left the meeting.

9. AOB

AH agreed to present updates to Board members in January regarding the work that was delayed in Q3.

ACTION: FW to survey Board members regarding the date of the next meeting.

There was discussion from the Board over which subcontractors to invite to the next meeting.

ACTION: CfEY and DYT to be invited.

The Chair thanked members and the meeting disbanded.

Actions Summary:

Action Number	Action	Person Responsible
1.	CEB and DC to be put in contact.	AH
2.	An overview of the types of schools attending CPD events to be presented at the next meeting.	NR
3.	Board members to be surveyed regarding the date of the next meeting.	FW
4.	CfEY and DYT to be invited to the next meeting.	HH

Date of next meeting: 11th March 2020