

Minutes of SENDIASS Strategic Management Group – 28th May 2021

Held Virtually via Microsoft TEAMS

Context - *This is the preliminary meeting to draw members together and have a conversation about SENDIASS in the local area. There is an agreed Terms of Reference for the group that has been through BMBC governance processes for approval.*

Agenda

1. Attendance
2. Introductions
3. Understand what a SENDIASS is
4. SMG development
5. Creating the agenda for future meetings
6. Close of meeting

1. Attendance

1.1 Present:

KP Parent Rep (Chairperson)

SB – EHCP Manager

AB – SEND Service and Strategy Manager

ME – FIS Manager

SH – Senior Commissioner

JJ – Parent Rep

KB – Parent Rep

TR – Parent Rep

JHC – Parent Rep

TO – Schools Rep – specialist and mainstream

HR – DCO

SW – SENDIASS manager

1.2 Apologies

VG – Parent Rep

NW – Post 16 Lead Officer

EB – Youth Forum Manager

SK – Transport Manager

DD – Head of Safeguarding and Quality Assurance

2. Introductions

2.1 KP lead the introductions and asked members to also explain what they felt they could bring to supporting the strategic development of IASS in the local area.

2.2 Each member provided an overview of who they were, their SEND experiences both lived and in practice and expressed pleasure at being part of IASS development locally and how on each person's own knowledge and expertise will be offered to help inform discussions and decision making.

3. Understand what a SENDIASS is and how it can be developed strategically through this group

3.1 Combined thoughts from the discussion:

To provide impartial SEND information, advice and support to parent's carers, children and young people

Signposting

Informing about local processes and national processes governed by legislation

Access to advice and support around all areas for SEND

Communication based support around local area provision and resources

Short breaks and respite information and advice

Involve Young People and work directly with them

Influence change in local management agendas and strategy decision making

Signpost and guidance that is web based

Map out some journeys help find solutions with families as part of their own map

Work together and tie up/join services together when working with cases

Be on the journey together with the child, parent carer and/or young person

Seek solutions to improvement in positive ways

Identify and promote good practice, raise key issues

Co-producing to give back

Joining up everyone to work together

Build on the expertise as a service that supports families and create positive relationships

Influence health and commissioning of services

Grow the service and other services

Peer support and training, training to families

Training wider across the local area

See the future in parents' carers and SENDIASS – capture this and promote it

Advocacy – children and young people at centre of this so build on it further

Listening to other parents' carers about SENDIASS so its representational of all service users

Work closely with other key services

Positively represent SENDIASS to protect and secure its funding and ensure its sustainability

4. SMG development

4.1 Prior to SMG formal meeting undertake short survey of service user feedback to present into the service update and agenda items

4.2 Identify strengths and areas of challenge to SENDIASS development based on service user demand over the reporting period

4.3 Discussed mutual days and times of day for further meetings, it was agreed that these take place during the daytime for now and to review this regularly to identify any potential barriers to participation of members

5. Creating the agenda for future meetings

5.1 All members shared thoughts about potential agenda items and together it was agreed the agenda for future meetings will be:

1. Service update – SENDIASS manager
2. Funding Issues
3. Impact of SENDIASS – perceptive data
4. Training – CPD – staff, parents’ carers, young people and wider partners
5. Update national and regional reporting to share key information
6. Breakdown – trends related to current practice
7. Update young person service user feedback
8. Demographics of data story

6. Close of meeting

6.1 KP thanked everyone for attending, SW offered any member the opportunity to contact her direct if they had any concerns or wanted to raise any further points based on the discussions that taken place quietly after this meeting.

6.2 SW to prepare and circulate the minutes of this meeting and to move forward the following actions:

Evaluate and review quarterly service user feedback in preparation for the next meeting and prepare feedback report based on this information.

Produce and action plan of how the areas for SMG development will be prioritised for the coming 12 months.

Secure final membership to this group to ensure the Terms of Reference are adhered to.

Publish the SMG paperwork on the SENDIASS website for open viewing.

SMG Action Plan

Agreed Actions Following Meeting	Outcomes
Evaluate and review quarterly service user feedback in preparation for the next meeting and prepare feedback report based on this information	To be completed by 27/9/21
Produce and action plan of how the areas for SMG development will be prioritised for the coming 12 months	Completed and joined up with service development planning
Secure final membership to this group to ensure the Terms of Reference are adhered to	SENDIASS met with parent rep sub group and were advised to produce a training session about SMG and to advertise this. This was completed and two new members joined SMG. the training session will be published as a video on the website and facebook page to ensure any other interested parties can participate
Publish the SMG paperwork on the SENDIASS website for open viewing	To be completed by 1/9/21

SMG Action Plan April 2021 – March 31st 2022

Action to be taken	Goal to be achieved	Outcome
Set up a process for collecting quarterly feedback of service user view to feed into SMG meetings	Evaluate and review the information, report back to SMG	Report presented – SMG give overview and scrutiny of information to inform any potential barriers to access of IASS in local area
Support service user representations with ongoing development and training opportunities	Subgroup meetings held to ensure service user representation is secure and that members are receiving ongoing support as volunteer participant with the SMG process	Service user representatives feel they are valued, they are being supported and developed within their voluntary role with IASS and SMG developments

Action to be taken	Goal to be achieved	Outcome
Monitor IASS impartiality in the local area	Ensure impartiality is understood and reviewed regularly so that any barriers are identified and reduced	IASS is viewed and valued as impartial in the local area
Young Person voice is represented in SMG	Young people as service users are involved in SMG and IASS development	Young person feedback about IASS is known and reported within SMG reporting
Reporting for SMG is in place	IASS prepare a report for SMG to include: Training undertaken by staff, parents' carers, young people and wider partners National and regional reporting of key information Breakdown and trends related to current practice	Report is presented at SMG and critically analysed to ensure any potential barriers, risks, issues are identified and addressed
SMG meets three times a year and there is transparency about meeting content and discussion	IASS set up three meetings in timely to ensure maximum attendance, formal record is made	Formal minutes of meetings made with clear outcomes and published on the website
IASS has enough funding to meet local need	Funding Issues are reported in SMG and discussed	Solutions reached to reduce risks to IASS identity with service users in the local area
SENDIASS is part of strategy development within the LA	SMG ensures SENDIASS is featured in strategy development and unblock any barriers to this level of participation in the local area	SENDIASS are represented and embedded in strategy development in the local area

Action to be taken	Goal to be achieved	Outcome
Monitoring of service user feedback is continued about the effectiveness and confidence in IASS in the local area	SMG monitors the impact of IASS in the local area	Parents carers, children and young people have confidence in the local area IASS