

## ESCAN / EPCF Team Meeting

5<sup>th</sup> February 2018

St Andrew's Church Centre, Ealing, 10am – 12o'clock

| <b>Action Points</b>  | <b>By whom</b>               | <b>By when</b>      |
|---|------------------------------|---------------------|
| A draft document to be produced for circulation to the group re SEN Funding and Provisions in Ealing. | John M                       | Next Meeting        |
| To re-run the EHC plan survey in Summer 2018.   | EHCP (Brigitte to lead)      | Summer 2018         |
| To share SEN attainment data with EPCF  | John M                       | ASAP                |
| To set up Task & Finish Group to review EHCP processes (focus on 14-25's)                             | John M                       | Before next meeting |
| To invite a representative from Adult Services to the group   | Matthew & Debbie (Co-Chairs) | For next meeting    |

**Present:**

**Co – Chairs:** Debbie Grey (Assistant Director ESCAN)

Matthew Jeatt (EPCF-Chair)

**Other members:** Manjit Bharna (EalingISAID); Ruhi Grover (Ealing ISAID); Brigitte Bistrick-Bryan (EPCF- Administrator); Michael Bonello (CWD Team, ESCAN); Rachel Brunton (Clinical Lead Physiotherapy); Helen Green (SEN Strategy & Inclusion); John Miller (EP); Gary Redhead (Assistant Director ESCAN); Sam Schmidt (EPCF); Anette Steenkamp (Clinical Lead Occupational Therapy); Ying-Herng Heng (Clinical Lead Occupational Therapy); Karen Benedyk (Clinical Lead Speech & Language Therapy); Julie Lewis (Assistant Director, School Effectiveness); Shabnam Sharma (General Manager for Children's Services, LNWH); Alison Lourie (Contact a Family); Joy Barton, Project Manager at PESTS

**Apologies:** Kirstie Ferrett (EPCF); Sarah Theobalds (EPCF); Tom Quilter (PfA Manager EalingMencap); Mary Doody (EPCF); Chris Jones (CWD Team); Nick Radclyffe (EalingHelp);

**Minutes:** Chrissy Leonard

**1. Welcomes/introductions & apologies**

Matthew J welcomed all as the Chair of this meeting and introductions were made around the table. Apologies were noted noted.

**2. Minutes of last meeting – Action Points**

The minutes of the last meeting on 5<sup>th</sup> October were agreed to be accurate.

- To suggest representatives for Health Services and School Effectiveness team: Julie Lewis, Assistant Director School Effectiveness and Shabnam Sharma are in attendance at this meeting.
- To set up a Focus Group of parents to review SEN funding and provisions in Ealing: John M advised that this group have now met. Agreed that we need One Voice, with one Health rep in attendance. Karen B felt that this was a really positive way forward, much more manageable and built around the therapist time. Matthew J agreed that this sounded like real progress.

**ACTION: A draft document to be produced for circulation to the group re SEN Funding and Provisions in Ealing. Action closed.**

- To continue to work on a map of all ESCAN boards/groups in Ealing detailing their interactions and the flow of information between them:  
Helen G circulated the attached document



Structure  
governance and parti

- To re-run the EHC plan survey in January: Brigitte B advised that it was felt that it was too early to do this in January – to be done in Summer 2018.

**ACTION: To re-run the EHC plan survey in Summer 2018. (EPCF)**

- To share SEN attainment data with EPCF: Julie L advised that this is being finalised today(05/02/2018)

**ACTION: To share SEN attainment data with EPCF (John Miller)**

- To ensure scrutiny of SEN attainment data is on the agenda for the next meeting and that a representative from the School Effectiveness team is invited to the meeting: This is complete. EPCF have some questions which will be raised outside this meeting. Matthew J thanked Kim Price for providing the data and coming to talk to EPCF which was very helpful and provided some clarity.
- Subgroup to meet to consult with legal department and agree on a model for parent representation on SEN Panel: Sam S advised that a productive meeting had been held and another meeting is to be held in order to put in place a proposal. John M agreed and wishes to maintain the momentum, currently looking at funding and national guidelines.
- To follow up on option of leaving anonymous feedback on Local Offer website: Helen advised that this is proving to be difficult and leaves the Council open to abuse. Helen G has fedback this back to Polly Bradley and at present the option to leave comments anonymously is not an option.
- To set up Task & Finish Group to review EHCP processes: A meeting was held at the start of term to look at tasks and processes with representatives from Contact a Family and the Family Information Service attending. Sam S attended and fedback that the group looked at where we are now and where can we be and it is felt that those children with more complex needs need to be allocated the Face:Face time, providing a good balance.

**ACTION: A meeting is to be arranged focusing on the 14-25's (John Miller)**

- To invite a representative from Adult Services to the group: This has not been done – will arrange attendance at next meeting.

**ACTION: To invite a representative from Adult Services to the group (Debbie Grey)**

### 3. SEND Support in Mainstream schools

Matthew J thanked Julie L, Assistant Director of School Effectiveness, for being in attendance to support this item.

Three papers were circulated to the group.



EPCF activities since September 2017.doc Specific issues in Issue Log 2017.docx Summary of parental focus group on SEN s

Julie L talked through how SEND Support in Mainstream Support is delivered.

Matthew J felt that an issue here was transparency and accountability not being transferred.

Brigitte B highlighted an enormous gap in attainment between children on SEN support only (below EHCP level) and children without SEND.

Brigitte B fed back that many parents don't have the basic information regarding the school's SEN provision. Some have not met the SENCO for a long time or do not really understand what SEN support at their school means." Teachers do not have the resource to talk through the process with the parent. A bigger concern is the gap between those parents who push to get the service they require and those who don't. Brigitte B suggested that a questionnaire could help move this forward.

Brigitte B suggested questions as part of the schools' SEN self-assessment toolkit focusing on parental engagement and participation in their child's support."

Julie L supported the idea of a questionnaire and requested Brigitte B send her a summary of 3-4 questions.

Discussion held about parental comments & parent choosing to remain anonymous, it is important to investigate the issues & drill down to understand. John M acknowledged however understanding why parents chose to remain anonymous.

Matthew J advised that they do ask the parent but there is a need to build up trust so they chose to stay anonymous.

Matthew J raised concern at the budget for Voluntary Services being cut by 40%. Much of the support is now done over the phone.

Debbie G reassured that information for support and advice for SEND remains a priority.

#### **Questions:**

(1) Sam S expressed concern about new SENCO's & advised that children who are allocated a new SENCO suffer. Could training take place before they

start the job? What can be done to support them?

Karen B felt the role of the SEN Governor could be to support the new SENCO.

Julie L advised that all SENCOs have an induction programme, which the Governors and Head Teacher need to prioritise. The structure is there to support them, however there is a resource issue. They are looking into doing a feature.

Matthew J advised that Safeguarding is overseen by all Governors, SEND should be too. There is a huge turnover of SENCOs; could a mentoring programme be introduced? Could the SEN Governor get the same training as the SENCO to allow for them to work together? EPCF are happy to go to the school and meet with the parent and teacher, this has been welcomed.

Alison L raised that part of the issue is that sometimes the parent feels they can't approach the School and feel very isolated.

(2) Matthew J asked with Helen G leaving on 14/02/2018 how are we going to replace the support to Schools, for example the great work done with the Primary Teaching Alliance.

Gary R requested that this is discussed outside of this meeting.

#### **4. Local Area Inspection preparation**

Debbie G raised awareness to the group that we are due a CQC Local Area Inspection. Parents will need to be involved in the focus groups and in other borough inspections this has been done via a webinar.

Matthew J advised that webinars are used by EPCF, they can work well to get parents involved, but this can also deter parents from attending. IT skills can be a risk, as can be the language barrier and accessibility.

Sam S raised that Ealing is a large borough so having a mass webinar would be useful.

Debbie G advised that when we get the call from the Inspector we could state preference or would it be best to have webinar and focus group as an option.

Matthew J asked to keep both as a possible option, but agreed to make group of parents available.

Gary R felt that this is an important time to start looking at the cross-section of parents.

Matthew advised that this is being done.

#### **5. Update ESCAN**

##### Physiotherapy Service

Rachel B advised that she is continuing to work with Helen G re supporting

education in mainstream schools including training for mainstream school staff. There is also possible funding from Castlebar. There is a theme across Paediatric Services to improve information. Focus groups are being set up for Early Years and Under 5s with the Local Offer being updated.

### Speech and Language Service

Karen B advised that Communication and Social Communication workshops are being set up for parents. A text reminder service for parents is now available and this appears to be assisting the numbers attending clinic. Work is being done to update the Local Offer.

Staff leaving the SLT Service which could lead to a potential Recruitment and Retention issue. There is a good relationship with Schools so they understand the staffing issues. The advert for the SLT post in the BMF has gone out. The SLT based at St Johns has won an award, meaning some equipment has become available.

Matthew J advised that he is aware of the shortage of practitioners across all services.

### Occupational Therapy:

Anette S advised that with the new referral form being introduced referral numbers are increasing, parents can now self-refer. Workshops are going well and further focus groups are being set up. Training is offered to Schools but this is not always taken up. The Local Offer is a little behind but is being done.

Ying-Herng advised that work is being done with SLT to help parents understand the SOCA pathway and what the barriers are.

Sam S asked that the Local Offer is continually updated showing this information – keep it as a One-Stop shop.

Ying-Herng advised that the advert for the BMF post has gone out.

### SEN

John M advised that the number of staff is being doubled to achieve the conversion target. There is a plan and with the co-operation of Senior Staff this can be done. If information on the EHCP is out of date, the parent will be met with in the Summer to update information. The team are being re-arranged to make them more contactable.

Debbie G advised that there is a statutory time-scale which the authority needs to stick to so it's important that we get a response from the parent within the statutory allocated period in order to progress to the next stage/finalise the plan.

Matthew J felt that this was a little unfair – the authority are taking a long time to send the information out but the parent is expected to keep to a tight deadline.

Gary R advised that the authority want everyone on a one plan system, it's important to work together to do this.

John M advised that the Survey Monkey provided limited, but positive, feedback. John M asked that EPCF encourage parents to complete the survey.

John M advised that the Educational Psychology team is short staffed, losing a locum and permanent staff, plus there is a national shortage.

#### Children with Disabilities:

Michael B advised that the team is now fully staffed. There is some agency staff which they wish to make permanent.

There are an increasing number of CSDPA cases in the team.

#### ISAID:

Manjit B advised that a bid had been successful. There is a restructure underway.

Manjit B advised that for people who have recently arrived from abroad they are aware that the diagnosis will be accepted provided the right documentation/verification is provided.

#### Contact a Family:

Alison L advised there is a lot of change happening. Funding has been agreed so 1:1 support can continue.

### **6. Positives and Negatives from the meeting:**

- √ Text Message reminders
- √ Building My Future progress
- √SEND reforms group work progress
- √Listening Event
- √Kim Price taking the time to talk to EPCF
- √EPCF/ESCAN event on 15<sup>th</sup> March 2018
- √SENCO Network

XSurveys – Not very user friendly, decision often already taken before EPCF have a chance to feedback.

## **7. AOB:**

Matthew J advised that this was Helen G's last EPCF/ESCAN meeting and wished her a fond farewell. Helen was thanked for all the support she has given to the forum. Helen G thanked Matthew for his comments and that she will miss working with the group.

## **8. What have we achieved at this meeting:**

- Open discussion
- Information Sharing
- On-Line training for parents
- SEN Governors – how we can support going forward
- Meeting 2's and the new structure

DG thanked everyone for attending and their positive and valuable input to the meeting.

**Date of next meeting: TBC**

### **Questions:**

Brigitte B questioned why parents who have moved here from abroad have to go to the bottom of the list when diagnosed abroad.

Debbie G advised that she would look into this.

Shabnam S advised it may be due to the quality of the referral.

John M advised that this leads back to why it's important to have more information so the case can be looked into.

The meeting ended at 12.00pm.