Bury Council 

Department of Children & Young People



Minutes

SEND Improvement & Assurance Board Meeting

22nd January 2025

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| 1 | **INTRODUCTIONS & MINUTES** |  |
|  | Following the Chair’s welcome to the Board there was an initial presentation from two Deputy Principals from Unsworth Academy where the meeting was being held.They covered the following points:* They emphasised their commitment to supporting people with SEN in mainstream school
* They highlighted the work they have been doing with staff to increase the knowledge and understanding of SEN and ensuring that the setting is as inclusive as possible
* They raised the challenges of accessing wider support for those children outside of the school in order for all of their needs being met.

There were no corrections of the minutes required. |  |
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| 2. | **ACTIONS & DECISION LOG** |  |
|  | Three overdue actions were discussed as part of this section of the agenda:**Action 1: development of a podcast:**While it was understood that this had stalled due to the lack of Communicaions and Engagement support due to the vacant role, there was a need to progress* + Feedback that we need to progress some tactical development of this work alongside the strategy piece
	+ Communication person now in place
	+ Sub-group has now formed
	+ Need to think about over time how we co-design these with CYP but also don’t delay the first one in doing so. Action taken to progress a video/podcast.

**Action:** Comms will develop video/podcast with Board Member in February.* + A newsletter is being collated including a piece about SIAB for the next newsletter.
	+ We will add 5 minutes to the end of the meeting to decide the key messaging (or for the chair to pick it up with the Comms group if there is not time have time)

**Action on safety (59):*** + Youth Cabinet and Community Safety Partnership conversations to then be fed back
	+ Re-launch of Safer Communities at GM – with a much stronger representation of children with that work

**Action on health** **(57):*** + Conversations ongoing in GM; confirmation that they are looking at service sufficiency but there is still a challenge on waits
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| 3 | **Contributions from, and engagement with, Children and Young People**  |  |
|  | * Update from the Change Makers meeting that was held the day before on the 22nd January
	+ They were presented the Preparing for Adulthood easy read guide, and provided some comments on the look and feel of the document including a desire to change the pictures.
* Review of the previous Strategy ‘one pager’ by the Youth Voice Network and the Change Makers
	+ They liked the approach of having short distinct sections covering different aspects
	+ They didn’t like the small text and the frequent use of acronyms
* The Change Makers would like an opportunity to co-design a refreshed Strategy One Pager; they would like to do this in a workshop and to be supported by expertise from the partnership

**Action:** todevelop a proposed outline for this session to be held in the near future; PPL to support the planning of this workshop alongside Scout and the partnership* Circles of influence
	+ A survey is ready to be distributed
	+ There is good acceptance to attend so far from the partnership group

**Action:** Partners to share the invitation further to ensure that we get a good attendance at the event.* There is an update to the meeting frequency for the Change Makers, with meetings to now be held every two weeks, in the weeks between the Youth Cabinet meetings. This will allow a more in depth focus on the topics.
* Sessions from Milwood Council begin again on Friday.
* SEND Youth Club are supporting the filming of videos to go on the Local Offer.

**Action:** There were a number of queries from Children that the Board need to taken away to develop an answer for:* + Issues in children having timely medication reviews
	+ Improving the process of EHCP reviews
	+ Wait times – the children are very passionate about this topic and we should ensure we are keeping them updated on progress in this area
	+ Why does it take 3 – 5 years for a diagnosis
	+ Why is bullying paricularly of girls so high
	+ Why can’t we pay teaching assistants more
	+ Why do some SEND children not get support they need
* Positive feedback has been provided on the work of the SIAB to date and their involvement.
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| 4 | **Governance- Risk Register** |  |
|  | Risk 26: Recruitment to additional SEND capacity* Recruitment to the 4 planned posts has been completed.
* There is other movement within the team with management posts becoming empty which will need resolution. Acting up opportunities are being taken forward to mitigate this risk.
* Question received regarding how long the phase transfers will take. These transfers have been prioritised and are on track for the 15th February as required.
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| 5 | **Programme re-set** |  |
|  | Stocktake* Apologies from the DfE on the delay of the report following the Stocktake and confirmation that this would be provided in the next week
* Positive feedback received from the DfE on a number of areas:
	+ Mature relationships across the partnership have been developed.
	+ There is a good understanding of where the issues are and what to do about them.
	+ Agreement that re-setting of the plan is a good idea and shows a good grasp of what the programme needs to continue improving.
	+ There is effective governance and that the board is monitoring progress.
* Areas for improvement include:
	+ Some action areas falling behind – and we need to continue to monitor these; recognition that everything won’t happen over night.
	+ There is a need to be clearer on the impact the work is having in this next phase.

Delivering Impact* Re-structure and impact milestones explained.
* Point raised that we want to do more about describing success and impact (you said, we did).
	+ Can we find a way of prompting the Change Makers and other groups with questions relevant to the specific thematic areas?
* Further questions of how this approach will benefit children and young people and families
	+ Clarification that this will support partners working together around of the things that matter for children and young people from their perspectives not service perspectives
	+ Clarification that this avoids segmenting a child/young people’s journey and pathway
	+ Clarification that this came from reviewing board feedback, reset feedback and follow on reset meetings

Board Self-Assessment* Very positive around the progress of the board
* Work to be done on demonstrating impact
* Work to be done on co-production

**Action:** an offer from Bury2Gether to help support training/upskilling on co-production; PPL to facilitate this to be built in to the plan**Action:** Youth Cabinet to help train on co-production; PPL to facilitate this to be built in to the plan. B2G Martin |  |
| 6 | **Priority Impact Plan (PIP) 1**  |  |
|  | * Strategy was out of date so the original activity in the PIP does not work as it was originally written.
* There are a number of things in place that are going to contribute to developing an effective strategy but these will take time.
* The questions is what do to do? Refresh the one pager; develop a new longer strategy which will take time; build on best practice to create something quicker?
* There is a benefit to communicating our vision in building trust and supporting the culture; and delays in doing this will delay the impact of our plan
	+ There is a challenge in the competing priorities of work
	+ There is an opportunity to go away and commit to the co-production principles and do something in a one off event to create something that is valuable and does outline what is Bury doing and how are they doing
	+ Noted that other strategies are dependent with this strategy so delays has an impact on it
	+ Noted that there is a dependency with the outcomes framework and CDC work so we need to align them
* There was a proposal to progress the one pager; and the longer term piece can follow

**Action:** Plan a co-production session to take this forward* + - planning how we will do this and how to engage Children and Young People in this.
		- ensuring the right engagement across the partnership.

**Action:** Workshop to develop a working version of a one pager/short strategy.* + - PPL to support in this work, including drawing relevant partners in.
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| 7 | **AFI3 – Workforce** |  |
|  | * The strategy has had the input of 35 people across the partnership
* It has been based on some best practice from elsewhere in the North West
* Proposal to the board is to progress as per this frame to develop the more detailed plan
* Feedback
	+ Partners have been involved in engagement sessions, this has been co-produced, and there have been updates made from feedback
	+ The document is long and repetitive with a lot of description, and it was difficult to find key information resulting in it not yet being as accessible as needed. A different format is required, a more focused document
* There are additional elements that need to be included
	+ Early identification and the graduated approach needs to be supported by a development of workforce and this needs to be outlined in the strategy
	+ The point about an integrated workforce needs to come through more clearly
	+ Consideration of the unpaid workforce as well as the permanent staff
	+ Needs clearer outline and reference to school staffing
* It was agreed that progress key workforce developments in-line with this current strategy in parallel to not delay impact in this area

**Action:**  PPL to support this refinement of the document |  |
| 8 | **Area for Improvement 1 – Communications** |  |
|  | * There are challenges in the pace around this area and this has fallen behind its scheduled dates – at this stage there is only have a plan to develop the Communications strategy
* The Communications team/leads need to be supported in developing the content of these key products
* There needs to be more of a focus on prioritisation; and need to be solution focused
* The communication priorities needs to be two way; need to make sure we are promoting the engagement piece as well
* There needs to be a plan for immediate comms and engagement that has clear purpose and objectives for the next three months

**Action:** PPL to support the establishment of the Communications group and progression of the points made by the board over the next period |  |
| 9 | **AOB** |  |
|  | * Assurance
	+ There is assurance of delivering immediate actions
	+ There is not yet the assurance of delivering on the strategic elements and on impact
	+ Pace and momentum in these areas needs to increase
* Stocktake: an additional meeting between June and July is being be identified.
* Deep dive 11th March provisional date
	+ Graduated approach and early intervention recommended as the area of focus.
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| 10 | **DATE OF NEXT MEETING** |  |
|  | 26th February 10.00 – 13.00 Town Hall26th March 10.00 – 13.00 Town Hall29th April 10.00 – 13.00 Town Hall28th May 10.00 – 13.00 Town Hall |  |