

Minutes

SEND Improvement & Assurance Board Meeting 29th April 2025

1	INTRODUCTIONS & ATTENDANCE The Chair welcomed everyone to the SEND Improvement and Assurance Board meeting and acknowledged the presence of attendees joining online and apologies given. The Chair welcomed the new Senior SEND Delivery Case Lead at DfE. Everyone introduced themselves.
2	MINUTES FROM THE PREVIOUS MEETING February's minutes February's revised SIAB minutes were reviewed, with a correction made on page 9 (pathway survey): to clarify that the recent survey was a Bury2Gether survey, and the recommendations are being put forward by Bury2Gether. The Chair also requested that the numbering of the actions should be re-formatted to not re-start at each section. March's minutes March's minutes were reviewed, with a typo corrected on page 15 and attendance list corrected. The Chair requested that from now on exact dates will be given for actions, rather than months. On page 15 again, a member raised that the February action around co-producing with SENCOs should be reviewed as the Board is not yet confident they are bringing in all of the voices of the SENCOs. On page 16 an additional action should be added under section 6 on developing an approach for parent feedback to be taken into account when prioritising reviews - due date of 24 th June.
3	ACTIONS & DECISION LOG

	<p>The actions due by this meeting or before were highlighted. The Action Log was updated accordingly with the following updates:</p> <ul style="list-style-type: none"> • Action 68 (review of communications accessibility) and 69 (solution for Local Offer updates) to be covered in Theme 1 agenda item • Action 90 (governance routes for partnership policies) to be closed; it has been agreed that where actions require a change to a partners policy document that these will be required to go through the relevant partner governance • Action 91 (parent evaluation process) to remain open until the parent survey has been conducted
4	<p>RISK LOG</p> <p>The Risk Log was reviewed in relation to open actions relevant to Theme 1. The Risk Log was updated accordingly.</p> <ul style="list-style-type: none"> • Risk 32 (membership of the Quality Assurance group): mitigation to be updated with membership of the quality assurance group to be reviewed and to ensure that deputies are also identified.
5	<p>Contributions from, and engagement with, Children and Young People Presentation</p> <p>Highlights from the presentation were given. The presentation will be distributed to attendees alongside minutes.</p> <p>A co-production day had been held with the Changemakers on 16th April, made up of 16 young people aged 12-21.</p> <p>The Changemakers wanted to give a thank you to the Board for answering their questions in the "You Said, We Are Doing" log. They also wanted the opportunity to turn feedback into more easily visual graphic so the messages could be understood more easily.</p> <p>Discussion</p> <p>The Changemakers requested they could come to the next SIAB session and to deliver a co-production session with the Board in July. This was agreed by the Board.</p> <p>The Chair stated that when the timeframes are reset for the priority impacts, that the timeframes should build in time for co-production, so the Changemakers feel work is being done with them rather than to them.</p> <p>The Chair and CEO will be visiting the Changemakers to give them certificates and hoodies to thank them for the work they have done and continue to do.</p> <p>It was noted that it is important to make sure we are also reaching young people who are Not in Education, Employment or Training (NEET) or who are receiving different forms of education. Wendy Young raised that two members of the Changemakers group were not in education and they appreciated what was being done. There was a recognition that more needed to be done to engage with different cohorts.</p>

There is a strong programme of work, and tend to focus on those who are care-act eligible as adults, rather than the not in education, employment or training (NEET) cohort identified. There is a need to reflect on the wider Preparing for Adulthood journey and connecting in with Public Health. It was recognised that there is a large and growing cohort of those aged 19-24 who have ceased ECHPs as they are no longer in education. Therefore, this group is likely to be the one the system works least with and knows least about.

"You Said, We Are Doing" log

It is very pleasing that the Changemakers are valuing the process and happy with the contact given so far. It is important to keep in mind the degree of interpretation needed when answering the Changemakers questions and how to frame answers to questions.

The Changemakers want people to make sure the feedback is in language that was engaging to young people, and presented in an interesting way - the next Board meeting would be a good opportunity to ask the Changemakers if the answers were what they wanted.

Actions

- 1) Review of the format of the 'You Said, We are Doing' log; talking again to Changemakers on their suggestions and working with them to co-produce the changes. Timescale: 24th June.
- 2) A timeframe for the expansion of engagement to a wider group outside of Millwood. Timescale: 24th June.
- 3) A plan for ensuring that young people who are Not in Education, Employment or Training (NEET) are engaged. Timescale: 24th June.

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ADHD ASSESSMENT BRIEFING AND CONSULTATION

Presentation

The briefing notes on the 8 week consultation were shared, which started on 23rd April.

Discussion

This consultation information would be added to the webpages and social media channels to make sure it is promoted wider than the Board.

The importance of the ADHD pathway, effective assessments and ensuring Children get the right support at the right time was discussed; including on supporting effective preparation for adulthood.

Bury does not currently have a Commissioned service; which is a gap, a key priority and a concern with a focus on getting a service in place as soon as possible in advance of the consultation for the longer-term solution. There was recognition that this would not meet all of the demand and there will need to be measures in place to ensure the service does not get overwhelmed.

The Chair confirmed that this is part of evidence for the PIP3, also linking to PIP4.

Actions

	<p>4) ADHD briefing to go on the Local Offer. Two Board members to link up to collect stories on ADHD awareness and how it can help families. Timescale: 28th May</p> <p>5) Board to share as appropriate with their networks. Timescale: 28th May</p> <p>6) An update to the June Board on progress of the Consultation. Timescale: 24th June.</p>
7	<p>THEME 1 UPDATE</p> <p>The Chair gave an update about the structure of the groupings of the different PIPs and that the Board is now in the second round of looking at each Priority Impact Area theme quarterly.</p> <p>Corrections were agreed on the Lead initials and formatting issues noted.</p> <p>SEND strategy update</p> <p>There was a good discussion about the SEND Strategy at the last meeting, with the Board being broadly content with its style and approach. The strategy will need to be updated following the Changemakers co-production session feedback on 15th April. Secondly, a suggested foreward has been provided for the Strategy written by the CYP themselves.</p> <p>In addition, it was shared that there is still further work to do to get a stronger narrative on the ambitions and visions of the strategy and the outcomes framework, including the "I" statements. Further work needs to be done on translating the "I" statements into outcomes. Overall, the SEND strategy is on track.</p> <p>Board members reflected that they see the current rating in terms of tracking the progress in the report as too severe – and requested that the Partnership Delivery Group reviews the ratings.</p> <p>Workforce strategy update</p> <p>The Workforce strategy was brought to the January meeting; a revised version of the strategy based on that feedback has been updated and included. The team have put in place steps around the learning and development plan and are looking to bring this back in June. It is recognised that there is a lot of learning and development training happening through a number of mechanisms and that the plan must bring all of these together.</p> <p>Comms framework</p> <p>There is a "communications approach" in place. As far as possible this has been co-produced. A longer-term strategy will be produced when we have co-produced the SEND strategy.</p> <p>The Comms working group was held last Wednesday, and the meetings have been useful in providing the pace and holding the group accountable in delivering the activity.</p> <p>There is a newsletter in development, which is running to schedule. The Comms team have got onto a digital platform to share this, but in testing found it was going into email spam folders, so the team need to work through those IT issues. The aim is for the newsletter to take a more human and storytelling</p>

approach – for example, to include a piece from a former SENCO; a good youth engagement update; as well as technical information that was specifically requested parents and carers. There is a process in place that will ensure that the most relevant and exciting information is in the newsletter – and the Board is requested to support this process.

It is important to make sure that the Communications strategy is available to everyone e.g. through having different language and accessibility options of it.

A 'Direct Engagement Standards' guide has been produced and this is being reviewed by the Delivery Group. The insights we have from the work done over the last 6 months show it is people's direct contacts with people is an area of highest concern. Feedback from Bury2Gether has been received and will be updated in the next iteration.

The Chair explained that there is a strategic Communications group meeting later today, to help consolidate the good work that has been done by the Delivery Group and ensure that there is the strategic support and drive to get the most out of the communications work.

Actions section of report

The new framework of displaying actions in the Theme paper was described. The high number of amber and red impact ratings was highlighted which were mainly due to the due dates that required re-setting; once re-set these ratings will change so a key action for today is to look at updated due dates. It was also highlighted that this process is expected as the programme transitions from action to impact, particularly in aspirational programmes like SEND improvement programmes.

Updates to due dates:

- 1.1d Review the QA framework and develop robust data set – updated to August 26th.
- 1.1e - Effective communication strategies – updated to October 28th.
- 7.1b – Develop SEND communication strategy – updated to August 26th.
- 9.1c – Develop partnership learning and development plan – updated to June 24th.

Discussion

There was a point made about the report being well put together and easy to follow, in addition to it being clear all the background work that has done into the Comms work; the Bury2Gether team had done a fantastic job at the "Bee Inclusive" evening, and seeing some of the content from that evening was so special.

The Chair agreed, stating that the newsletter had moved on leaps and bounds. Now making it accessible for a broader group is in progress.

Representation about Early Years in the next newsletter would be very useful.

There was a discussion about Key Performance Indicators (KPIs) including that some measurements were a case of degree rather than absolute progression – i.e. "all stakeholders are aware of the new SEND comms strategy" will never attain 100%, so there is a need to set sensible measures to track progress.

	<p>For the action dates that have passed, the actions were completed in line with those dates. It was noted that there are actions that have been completed but that there will be ongoing supplementary actions required so the action will be rated as completed with ongoing focus on capturing the impact measures and it was suggested that it was worth specifying the next milestones for those types of actions.</p> <p>The Chair asked whether the outcome measures on page 13 capture all outcomes relevant to Theme 1 or not. These are the indicators that went in in the original Priority impact Plan and were agreed with the CQC and Ofsted. These indicators are broadly indicators of the health of the local system. Therefore, these indicators are a good representation of where the Partnership is collectively having an impact. It is also a good representation of confidence in the system – e.g. number of requests for ECHP assessments being used a barometer of how content schools and parents are with the support that is provided without an ECHP. The other benefit of these is they do tend to have objective numerical measures and a robust national data set to compare with. There was an acknowledgement that some of the KPIs would benefit from supplementary measures alongside it.</p> <p>There are three items that should be routinely reported upon:</p> <ul style="list-style-type: none"> - Progress against the PIP actions, and demonstrating this with clear statements. - Indicators of the health of the system – could be broader than what is there currently. Could be specific to certain themes or broader than that. Can use readily available information. - Perspective of children and families. <p>One area missing is the number of children outside the maintained schools sector; this is considered to be one of the best indicators that a system is working well or not working well.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 7) Partnership Delivery Group to review the current ratings of progress tracking. Timescale: 28th May 8) Early Years focus in future newsletters. Timescale: 24th June 9) Outcomes to be reviewed and additional outcomes to be included for the next iteration of the Theme 1 report. Timescale: 22nd July 10) Communications Delivery Group to look at options for communications to be available in different formats (e.g. different languages, braille, a visual format) Timescale: 24th June 11) Interim milestones for longer-term actions to be co-designed. Timescale: 24th June 12) The outcome measures about the number children with ECHPs that are not in maintained schools to be added. Timescale: 24th June 13) A key for the RAG status to be added for both outcomes, impacts and actions. Timescale: 28th May
8	<p>SUMMARY OF KEY MESSAGES FROM TODAY'S MEETING</p> <p>Top messages to take out from today:</p> <ul style="list-style-type: none"> • SENCOs; both positive elements such as the training getting positive feedback, as well as a need to engage more widely with the group.

	<ul style="list-style-type: none"> • A need to emphasise to current staff and potential staff how rewarding working to improve the SEND system and services is in Bury. • Ensuring a response to the feedback received by Children and Young People. • Re-sharing of the offer for schools. <p>Actions</p> <p>14) Early Years and Further Education representation at the Board to be reviewed. Timescale: 24th June</p> <p>15) A review of current SENDCO training to make sure it aligns with wider work and a discussion what to include in updated training to take place. Timescale: 28th May</p> <p>16) Write a short introduction email on the workforce strategy to enable it to be shared by Partners. Timescale: 28th May</p>
9	<p>ANY OTHER BUSINESS</p> <p>Optimise Contract Update The plan is for this to be done by the end of May and will share with members.</p> <p>Local Authority Nursery School inspection There has been a Local Authority Nursery School inspected recently that has been judged as "outstanding", specifying it has an "exceptionally well-designed and ambitious curriculum", which is "particularly effective for children with SEN needs and/or disabilities, providing the very best foundation for their future". It identified that staff were particularly good at identifying and supporting the needs of children with SEND, allowing them to "blossom" and succeed alongside their peers.</p> <p>The Chair celebrated this and emphasised how important it was to share success stories. It was suggested sharing that good practice, including to other Nursery Schools so that they can learn from the positive things that have been identified.</p> <p>Preparation of the Stocktake The Chair shared that the next Stocktake meeting had been confirmed for 1st July 10-1pm with DfE colleagues. Further conversations will be had with Board members to decide who will attend, and expectations.</p> <p>Terms of Reference (ToR) review The Chair outlined that the original plan was to have ToR reviews every 6 months, however the last one was in August so we will be looking to review at the May SIAB.</p> <p>28th May SIAB meeting The Chair shared that the Young People will be joining for 30mins; it would be good to demonstrate that the young people's feedback has been understood and acted upon.</p> <p>22nd July SIAB meeting The Chair shared that the young people will come into the July SIAB meeting to do co-production training with Board members. This session will be predominantly a co-production session. Bury2Gether confirmed that they would be able to attend.</p>

	<p>August SIAB meeting</p> <p>The Board agreed that there will be no August SIAB meeting. The Chair shared that the Ofsted/CQC Monitoring Visits are due to start this Summer term, and that Bury might have the Visit towards the end of the year or early 2026.</p> <p><u>Actions:</u></p> <p>17) The Chair to send around the current ToR to Board members for them to review (including meeting responsibilities, and the Principles of Membership) ahead of a session on 28th May.</p> <p>18) The feedback on the Stocktake to the July board meeting on 22nd July.</p> <p>19) As schools are unlikely to be able to attend the next Board due to half term, it will be important to meet with them to get feedback on key items (e.g. SENCO work) Timescale: 28th May.</p>
10	<p>UPCOMING MEETINGS</p> <ul style="list-style-type: none"> • May SIAB meeting: 28th May 10-1pm (half term) • June SIAB meeting: 24th June 10-1pm • Stocktake meeting: 1st July 10-1pm • July SIAB meeting: 22nd July 10-1pm • <i>August break</i>