

MINUTES

MEETING:	Sub Schools Forum
MEETING DATE AND TIME:	10 th October 2019, 4pm
ATTENDEES:	Kashif Nawaz, Head of Children's Support Services (KN) Kay Lewis, Support Officer (Minutes) Katie Flint, National Management Trainee (KF) Angela Fright, Finance (AF) Paul Clark, Business Partner (PC) Liz Cole, Owlsmoor (LC) Karen Davies, Whitegrove (KD) Marion Bent, College Hall (MB) Stuart Matthews, Edgbarrow (SM) Jane Coley, Brakenhale (JC) Gareth Barnard, Councillor (GB)

Apologies	Jenny Baker, Kennel Lane Neil Davies, Sandy Lane Brian Poxon, Garth Hill Phil Sherwood, Uplands Martin Gocke, College Hall Keith Grange, Garth Hill Debbie Smith, Sandhurst Richard Stok Governor @ Meadow Vale
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1. Welcome and Apologies Nominated Chair – Kashif KN shared objective to cover two Agenda points and asked for comments from the last minutes. No comments or additions from the last meeting – all agreed to be accurate. The meeting continues <ul style="list-style-type: none">• Agree priorities of AP recommendations• Developing SEND Commission strategy	
Review of alternative provision General observations made that recommendations should be split into process and those that are actually provision. These will be highlighted within the minutes. Priority actions for development from Primary Schools: c) Provision to include Nursery and EYFS (process and provision) g) Identifying needs at SEND Support (process) e) Pathway - developing a coherent SEMH pathway to help improve outcomes for pupils	

<p>(process and provision) a) Recognise and understand the Changing Needs of the Cohort so together we can suitably meet the demand (culture and process)</p> <p>Priority actions for development from Secondary Schools:</p> <p>d) Post 16 (process and provision) e) Pathway – developing a coherent SEMH pathway to help improve outcomes for pupils (process and provision) h) Reviewing the PAN for College Hall and the Interface between College Hall and Specialist SEMH provision (provision and process) m) Support from other agencies (access, process and provision)</p> <p>Need to identify the “Leads” for each of the priority references we will be working on.</p> <p>Finance will also bring to this forum the impact and direction of resources. This is to help shape the discussions around how cost implications can support / changes that will or can be made.</p> <p>Asked is it possible to talk to children? Challenged - how is the information going to collated for the higher need children? KN suggested alternative methods (SEND recognised practices) could be used to collect the data in a sensitive way. This is possibly just reaching a small % of children. Agreed that support will be given on how this information is collected. KF to reach out to the schools for such a visit by the LA in order to assess areas of improvement in our schools.</p>	
<p>Commissioning Strategy KN explained the outline on funding with the emphasis on the need for greater clarity. Purchase expenditure and its impact on Higher Needs block is visible. KN handover to KF to share the findings of the recent review and how these findings can contribute toward the strategy. We need this strategy in an agreed format before the final consultation - expected for consultation in November 2019.</p> <p>KF shared that her role was part of the newly formed Commissioning team. Her focus is on the next step in the development of this project.</p> <p>4 keys cycles explained on slide, Analyse (Sufficiency and needs analysis), Plan (Strategy), Do/implement and Review (constantly reviewing)</p> <p>This strategy will be a structured approach over 2020_22 that can be evidence-based approach to support the Commissioning services and how we can be focused on what the LA can deliver.</p> <p>5 keys principles to involve, create inclusive services, outcomes focused, value for money, where is it appropriate (inclusion), working jointly and ensure that we have transitional support. Started in June/July as data analysis which has been given to this sub forum, we are now in identification stage looking at the key areas of cost and provision.</p> <p>It is important to capture the key areas that are important in our schools and share this data within other areas of the LA. We now need to identify the “gaps” for effective commissioning including out of borough placements EHCP provisions (some needs within BF are higher than national average), SEN support and alternative provisions (school level support).</p> <p>ALL - Transport discussed at length, giving examples of cases which could have been addressed differently, emphasis on the quality and the KPIs and the service provision in borough – supporting the need for these costs and the strategy to be reviewed in depth. KN</p>	

	<p>Recommends looking at the transport documents on the www.dfe website for guidance. School transport is also being reviewed as part of a wider transformation project.</p> <p>KF outlined the slide explaining the increasing financial need analysis on the LA, this is not a complete list but gives us a foundation and starting point for this SEND strategy.</p> <p>2 key areas to concentrate on in these meetings are; sourcing / purchasing / monitoring services (where you have seen collaborative work which worked well)</p> <ul style="list-style-type: none"> • what is working well now • what is not working and how can we translate this into an effective commissioning going forward <p>after collective discussion; KN shared that Health has produced a strategy for Pan Berkshire – although the suggestion is that it is too generic. Raising with other areas in the LA but this needs action as well.</p> <p>KF collected the feedback given today.</p>	
5.	<p>AOB None recorded</p>	

Dates for future Sub Group Meetings:

- 14th November 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 5th December 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 9th January 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 6th February 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 5th March 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 2nd April 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 7th May 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 4th June 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)
- 2nd July 2019: 1600 – 1730 hrs (Time Square Ground Floor Room 4)