

AGENDA

Title of Meeting:	SEND Accountability Board
Date:	2 February 2024
Place:	Microsoft Teams Meeting
Times:	10:00 – 12:00
Membership:	<p>Cllr Chris Chambers (CC), Assistant Cabinet Member for Ed, SEND & Skills (Chair)</p> <p>Cllr Rachel Hood (RH, Cabinet Member for Education, SEND and Skills</p> <p>Claire Smith (CS), Chair of Suffolk Parent Carer Forum</p> <p>Cllr Jessica Fleming (JF), Chair of Health Scrutiny Committee</p> <p>Cllr James Reeder (JR), Cabinet Member for Children and Young People's Services</p> <p>Nicki Howlett (NH), Service Lead, SENDIASS</p> <p>Susie Mclvor (SI), Engagement Hub Lead</p>
Officers Accountable to the Board	<p>EI Mayhew (EM), Interim executive Director CYP</p> <p>Ros Somerville (RS), AD, Inclusion</p> <p>Wendy Allen (WA) – Programme Manager</p>
In Attendance:	Nicola Beach (NB), Chief Executive
Minute Taker	Kate House
Invited Guests	TBC

Item No.	Time	Item Description	Lead/ Attachment	
1.	10:00 – 10:10	<p>Apologies & Introductions</p> <p>Wendy Allen</p>	CC	Verbal update

2.	10:10 – 10:30	Ofsted and CQC Inspection Report Update on Local Area	EM/RS	Verbal update
3.	10:30-10:40	SEND Partnership draft Governance proposals <ul style="list-style-type: none"> • New Improvement Board • Independent Chair 	EM	Verbal update
4.	10:40 – 11:00	Draft Priority Action Plan proposals	EM/RS	Verbal update
5.	11:00– 11:10	SEND Strategy Update on consultation Timeline	RS	Verbal update
6.	11:10 – 11:20	Update on SEND Financial Investment	RS	Item 6 Recovery Presentation draft
7.	11:20 – 11:30	SEND Data update	RS	Item 7a SEND Assurance Dashboard & Item 7b LT Report
8.	11:30 – 11:45	Review of last meeting <ul style="list-style-type: none"> • Notes of last meeting (Oct-23) agree accuracy. • Actions arising from notes. 	CC	Item 8a - Draft Minutes from Oct-23 Action 8b – Action Log
9.	11:45 – 11:55	Forward Plan	CC	Item 9 Forward Plan
10.	11:55 – 12:00	AOB	CC	
		Dates of Future meetings		

		Friday 1 March 2024 10am – 12:00pm		
		Friday 5 April 2024 10am – 12:00pm (Needs to be changed Easter)		
		Friday 3 May 2024 10am – 12:00pm		
		Friday 7 June 2024 10am – 12:00pm		
		Friday 5 July 2024 10am – 12:00pm		

SEND Accountability Board – Draft Recovery Ask



SEND Recovery Ask

- The SEND Recovery Ask is in response to the increase demand on Inclusion Services
- The request looks to provide much needed capacity into services, to better meet statutory timescales and improve the experience of children and young people with SEND, to ensure they are receiving the right support, at the right time, by the right people.
- The main focus of this additional resource is within Inclusion Services, to support children and young people who have or require an EHCNA and subsequent EHCP.



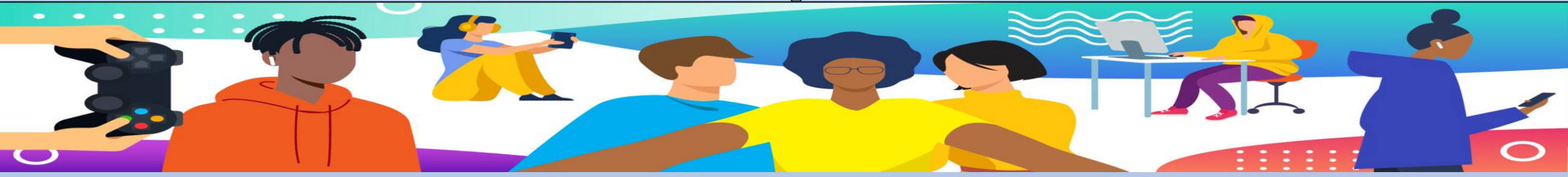
Summary of Team costings

Team/Role	Permanent	Temporary
1 EHCNA Team	£133,192.00	
2 Annual Review Team	£259,492.00	
3 Temporary Annual Review Team (legacy)		£923,573.00
4 Preparing for Adulthood Lead	£60,432.00	
5 Family Services Coordinators	£673,600.00	
6 Panel Resource	£206,408.00	
7 Deputy of Head of Service	£75,804.00	
8 Experienced Practice Team	£191,151.00	
9 IYFAP/AP Team	£186,732.00	
10 Business Support Capacity	£140,305.00	
11 SEND Change Team	£158,416.00	
12 Deputy DCSO Social Care	£60,432.00	
13 Specialist Provision capacity	£74,835.00	
14 Suffolk Inclusion Toolkit Lead	£60,432.00	
15 Educational Psychology Capacity	£1,102,036.00	
Total	£3,383,267.00	£923,573.00

Cost by Financial Year summary

This is the increase in budget figure

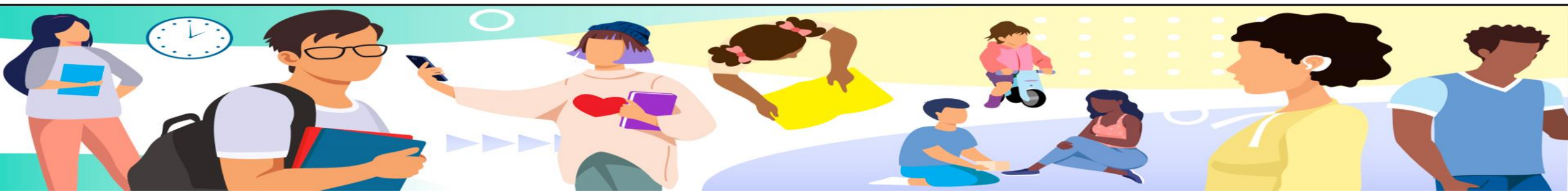
	2024/2025	2025/2026	2026/2027
Permanent	£3,383,267.00	£3,383,267.00	£3,383,267.00
Temporary	£923,573.00		
Total	£4,306,840.00	£3,383,267.00	£3,383,267.00



Team	Impact	Cost*including on costs
<p>1. Creating a permanent Education, Health, Care needs assessment (EHCNA) to sustain the compliance with statutory timescales</p>	<p>Temporary team has been set up and trialled from April -23, the EHCNA team have improved the timeliness of EHCNA in 6 weeks to 100%</p>	<p>£133,192.00</p>
<p>2. Annual Reviews team to triage and coordinate the pathway of new annual reviews to compliance with statutory timescales</p>	<p>Temporary team has been set up and trialled from Jan-23. focusing on the new Annual Reviews due. This team has supported in a reduction of the number of outstanding annual reviews by 9% in 12 months (50% to 41.4% from December 2022 to December 2023)</p>	<p>£259,492.00</p>
<p>3. Temporary Annual Review team (legacy) providing a temporary resource to assist in resolving outstanding historic annual reviews to ensure all children with an EHCP have received their statutory review</p>	<p>This team will focus on the 3299 historic annual reviews, to follow up with schools, CYP and their families. This team will be temporary until the work is completed of outstanding annual reviews.</p>	<p>£923,573.00</p>



Team	Impact	Cost
<p>4. Enhance Preparing for Adulthood (PfA) function as part of the statutory duty</p>	<p>The new post holder will be integral to with schools, education placements, post 16 providers to ensure that Suffolk have a quality and robust offer for YP with SEND</p>	<p>£60432.00</p>
<p>5. Increasing the number of coordinators within Family Services to enable better communication with families and improve timelines for EHCNAs and all EHCP processes.</p>	<p>Increasing the number of Family Service Coordinators will assist in the team being able to support and respond to CYP and their families, improving statutory timelines and quality of EHCP's</p>	<p>£673600.00</p>
<p>6. Panel Resource to improve communication and support timely decision making, and enhance the ability to maintain the statutory function of personal budgets</p>	<p>Provide pre-panel preparation to ensure information is shared in a timely manner, reduce the delay in decisions being made and communicated. This team will also provide coordination over specialist therapies and the statutory function of personal budgets</p>	<p>£206,408.00</p>



Team	Impact	Cost
<p>7. Increase management to provide oversight and leadership to statutory services in SEND</p>	<p>To add additional capacity to the SEND Services management team, to provide strategic direction to the development of services to look to sustain future pressures.</p>	<p>£75,804.00</p>
<p>8. SEND Experienced Practice team to support in resolution of complex situations and provide support and training in line with the SEND Code of Practice.</p>	<p>Will support in the management of complex cases, providing support and supervision to family services officers. Oversight and monitoring of complaints and LGSCO's to ensure improvements are embedded and lessons learnt.</p>	<p>£191,151.00</p>
<p>9. In Year Fair Access Panel (IYFAP)/Alternative Provision (AP) team to provide coordination and management of allocation of places to statutory provision</p>	<p>To provide management and coordination of the AP & IYFAP process, to ensure panels are reviewed and working within an improved terms of reference, and support to ensure that children are at the heart of decision making.</p>	<p>£186,732.00</p>



Team	Impact	Cost
<p>10. Business Support capacity to work with SEND Managers to development systems and processes and support with corporate compliance.</p>	<p>To provide county wide oversight of business support processes to ensure SEND Services remain as a county process. To provide oversight of the staffing establishment, supporting senior leaders in planning and returns to corporate statutory requirements such as SAR's and FOI's.</p>	<p>£140,305.00</p>
<p>11. SEND Change Team to coordinate the SEND Strategy 2024-2029, and support the pace of change to make improvements across the SEND System</p>	<p>To provide support to the SEND Partnership to provide pace, coordination, and order to embedding the new SEND Strategy 2024-2029, to work on the system to evidence and capture impact of improvements</p>	<p>£158,416.00</p>
<p>12. Further develop the capacity of the Designated Social Care Officer, to provide a deputy DSCO to work across Suffolk.</p>	<p>To improve the capacity of the DCSO and to ensure a consistent contribution is made to EHC plans, to ensure the most vulnerable children have suitable priority provision, and to improve processes to identify support for those CYP not open to social care that may be in need.</p>	<p>£60,432.00</p>



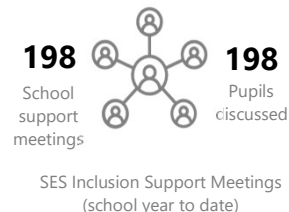
Team	Impact	Cost
<p>13. Quality Assurance of Specialist Provision and scrutiny of independent placements to ensure CYP are placed in appropriately reviewed provision.</p>	<p>To complete timely initial scrutiny of new Independent Schools and continue to undertake 18 monthly review meetings with all providers, expanding these to capture visual inspection of key documentation previously included within the quality assurance process, to ensure safe placement of CYP with SEND.</p>	<p>£74,835.00</p>
<p>14. To provide coordination of the Suffolk Inclusion Toolkit, with initial focus on the continued roll out of VSEND, to be embedded in schools and used to support the identification of need for CYP with SEND.</p>	<p>This new position will be working with schools, to ensure they are aware of the Suffolk Inclusion Toolkit and subsequent resources available for schools to use, in early identification of need of CYP with SEND, ensuring the roll out of VSEND moves to the next phase of embed as best practice</p>	<p>£60,432.00</p>
<p>15. Educational Psychology commissioned contract to increase capacity to respond to the number of EHCNA requests that are agreed requiring Psychological advice.</p>	<p>Increase in the number of EHCNA that can be completed by EP's by contracting out psychological advice to be undertaken by external EP's. This will improve the statutory timeliness of EHCP's and ensure CYP are receiving timely support.</p>	<p>£1,102,036.00</p>



Specialist Education

[View detail>](#)

Please note: Following the move to Capita for all Specialist Education data, this section is under review.



378
New cases



227
Ceased cases



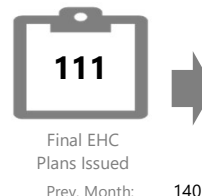
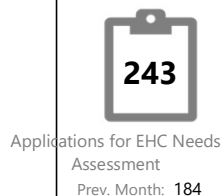
70.2%
% children responding well to strategies (COPS1)

69.0%
% children responding well to accessing mainstream education offer (COPS2)

SEND & Inclusion

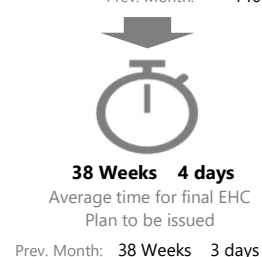
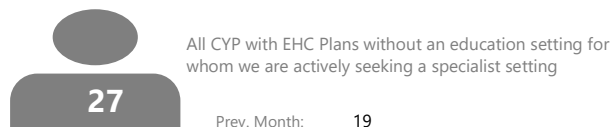
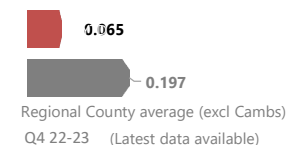
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Please note: Under development due to the move to LiquidLogic



12%
% EHC Needs Assessments resulting in a finalised EHC Plan within the target of 20 weeks

Prev. Month: 5%



103 ↑

Electively Home Educated Children with an EHCP

87 ↓

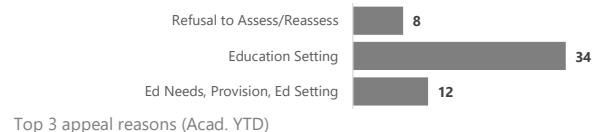
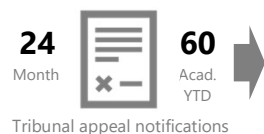
Children placed within Alternative Provision

300 ↑

Children placed within PRU's

1574 ↑

Children placed within Special Schools



0 (35) Complaints received in month

0 (62) Total complaints received Acad.YTD

*Including 0 out of timescale (Prev. month figures in brackets)

Please note: A new compliments & complaints system is currently being implemented.

MINUTES

Title of Meeting:	SEND Accountability Board
Date:	20 October 2023
Place:	Microsoft Teams Meeting
Times:	10:00 – 12:00
Membership:	<p>Cllr Chris Chambers (CC), Assistant Cabinet Member for Ed, SEND & Skills (Chair)</p> <p>Cllr Rachel Hood (RH, Cabinet Member for Education, SEND and Skills</p> <p>Sue Willgoss (SW), Chair of Suffolk Parent Carer Forum</p> <p>Nia Cooper (NC), Suffolk Parent Carer Forum</p> <p>Claire Smith (CS), Vice Chair Suffolk Parent Carer Forum</p> <p>Cllr Jessica Fleming (JF), Chair of Health Scrutiny Committee</p> <p>Cllr James Reeder (JR), Cabinet Member for Children and Young People's Services</p> <p>Nicki Howlett (NH), Service Lead, SENDIASS</p> <p>Julia Ilott (JI), Engagement Hub Manager</p>
Officers Accountable to the Board	<p>Suzy Joyner (SJ), Interim executive Director CYP</p> <p>Ros Somerville (RS), AD Inclusion</p> <p>Wendy Allen (WA) – Programme Manager</p>
In Attendance:	Nicola Beach (NB), Chief Executive
Minute Taker	Wendy Allen
Invited Guests	Matthew Cooke, Ro Harte (TBC), Esther Das (TBC)

Item No.	Item Description
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1.	<p>Apologies & Introductions</p> <p>Apologies: Sue Willgoss, Nia Cooper James Reeder to leave at 11:30 Rachel Hood to join at 10:30</p>
2.	<p>Virtual Schools</p> <p>Welcome Matthew Cooke Head of Virtual School.</p> <p>A presentation was provided with a brief overview of the number of children in care that also are identified as SEN Support or have an EHCP.</p> <p>Explanation of any child who received more than 24 hours or more of child protection will become a member of the Virtual School. There is an identified growth in support for children from early years and young people post 16 and post 18 into work.</p> <p>Virtual School is divided into half. One half of the service is involved in inclusion and the other half involved in supporting stretch and challenge to ensure children and young people make as much progress as possible.</p> <p>The Virtual School back-office monitor and maintain the schools register, and work with a number of settings, schools, SENCOs, and headteachers.</p> <p>The Statutory duties outlined are outlined in Promoting the education of looked-after children and previously looked-after children (publishing.service.gov.uk)</p> <ul style="list-style-type: none"> • Maintain a Virtual School roll. • Personal Education Plans • Pupil Premium Grant Funding • Promoting good outcomes through partnership working <p>Attendance of children in care is better than many other groups locally and nationally, they are the only group with an improving attendance since Covid. This is attributed to the hard work of Suffolk foster carers and the Virtual School team. Attendance did decline after Covid; however, it has now improved.</p> <p>The Virtual School team focus on exclusions and 16 exclusions have been avoided.</p> <p>With the support of the Virtual School and other services, each child and young person have a Personal Education Plan, (PEP) these plans are instrumental in supporting children and young people education, the Virtual School quality assure all PEPs.</p> <p>Suffolk children in care achieve higher outcomes and make more progress than those nationally.</p> <p>Children with SEND in Suffolk who are looked after account for 30% of EHCPs in Suffolk (as of SEN2 data 2022). This is just under 3% less than the comparable East of England and 7% less than statistical neighbours.</p>

As well as maintaining a school roll for the Virtual School, the service also holds a SEN school register. The child in care is registered on the SEN register of where their residence is. Most children in care in Suffolk are looked after by the Suffolk SEND Services team, some are supported by teams in Essex and Norfolk.

Total number of children in care on the Virtual School's SEND register:

385 (293 YR -11)

Total number with SEN support - 145 (135 Reception – year 11)

Total number with an EHCP - 240 (163 Reception - year 11)

Social Emotional and Mental Health is the highest area of need for children in care with an EHCP, with others being spread across the other 3 areas, communication, and interaction, physical and sensory and cognition and learning.

Annual Reviews (AR) for children and young people form part of the quality assurance for the PEP, current data shows PEPs are reviewed at 95-97% and AR are at 90.1%, the Virtual School team are focused on improving this.

CYP with an EHCP, have slightly lower levels of absence and suspensions, which is broadly in-line with the rest of children in care.

MC Shared case study for CYP with an EHCP.

Care background

- XXXX came into care in 2012 and is on a Full Care Order; XXXX has lived in her permanent foster care placement since coming into care.

Education background

- XXXX has an EHCP and transferred from a mainstream primary school to a local cross-phase special school for children with complex moderate learning difficulties, at the start of Year 6; XXXX attended her special school full-time for 6 years.

Virtual School Involvement

- Regular communication and partnership working with the Designated Teacher (who oversees all CiC across the school's multi-academy trust).
- Pupil premium used to support art and talking therapies, in school; talking therapy used to support transition to post 16 pathways.
- Pupil premium also used to support the DT's strategic role across the trust to fund staff training from Psychology and Therapeutic Services in using mini-PATHs; mini-PATH used for XXXX as part of her Moving into Adulthood Plan.

Outcomes

- XXXX achieved Entry Level 3 for English, Science, ICT and Life Skills; Entry level 2 for History; GCSE 1 for Maths.
- XXXX transferred to her local post 16 college in September 2023 on a Level 1 vocational studies pathway, with a view to progressing onto a Level 2 course in Public Services for September 2024.

Care background

- XXXX came into care in February 2011.
- XXXX has lived in the same SCC children's home since November 2017 and is also supported by Staying Close.

Education background

- Experienced significant disruption in education settings throughout Key Stage 1, 2 and 3; accessed multiple 'PRU' settings; had a Bespoke Local Offer over 4 terms (Year 7-8), prior to transferring to his SEMH Special School, September 2020, for the beginning of Year 9.
- The stability of a therapeutic SEMH school enabled a clear understanding of Foetal Alcohol Spectrum Disorder.

Virtual School Involvement

- Prior to transferring to special school, constant support and challenge provided to other partners in the Local Authority (as well as a neighbouring authority when he was placed cross-border), to ensure that all options were being explored regarding education, and that a robust interim plan to support transition into a setting, once it was identified.
- Once new setting identified, close working relationships were established and maintained with the Designated Teacher (who is also the Headteacher) as XXXX was the first Suffolk child in care on their roll.
- Education support and challenge complemented by close partnership working between the Virtual School and the child's Suffolk County Council children's home.

Outcomes

- Achieved Entry Level 1 in English.
- Achieved 98% attendance in Year 11.
- Is now in Year 12 at the SEMH Special School he has attended full-time for the last 3 years; has achieved 99.6% attendance to date, for the first 5 weeks of Year 12.

	<p>Questions from Board members –</p> <p>Q - Attendance and performance for Virtual School children (across Key Stages) is strong. Why do you think that is?</p> <p>A – The set up for stretch and challenge and the direct correlation between SEMH, every child in care will have a score and this relates to their wellbeing.</p> <p>Q - SENDIASS pick up carers with special guardianship, concerns with education, can those carers access services provided?</p> <p>A – Virtual School work with Fostering service and encourage carers to access advice and support from Social Worker, support carers through training offer and have been able to provide evidence-based programmes around emotional intelligence ‘name it to tame it’.</p> <p>Q– Regarding statistical neighbours what could cause the difference in the number of children in care with an EHCP?</p> <p>A – There are multiple challenges, the Virtual School is more sighted on refusal to assess, the connection between Virtual School and Family Services is responsive very unlikely to refuse to assess children in care with clear SEND needs. Also, children and young people do not need an EHCP to receive high need funding. It is early years children where the portion of children in care with and EHCP is much lower.</p> <p>Endeavour to do that and share intelligence of where it is working well, Children in care are a good indicator of school’s commitment and understanding.</p> <p>MC chairs Safer in Schools board, Virtual School works closely with Family Services & the Education Access Team. Services share with each other how to get the best out of each other, and how to work best with multiple academy trusts.</p>
3.	<p>SPCF Update</p> <p>*Meetings - Facing difficulties with meetings being cancelled at short notice, SPCF regularly must re-prioritise meeting, SPCF are aware that sickness and emergencies happen. A communication is being drafted to encourage meetings not to be cancelled at short notice, and to encourage attendance. SPCF shared this is a problem for them and other professionals have commented.</p> <p>SPCF also commented that they are disappointed that a recent meeting with Senior leaders was cancelled at short notice.</p> <p>*VSEND – Have emailed LA officers as disappointed with the take up of VSEND and SPCF are due to with RS to discuss further.</p> <p>*ADHD medication shortage</p> <p>Aware of difficulties with ADHD medication, and health are meeting every other week.</p> <p>*Waveney MHST</p>

SPCF are sad no conversation or consultation that Waveney are not getting further Mental Health Team.

*Attendance

Met with attendance service on policy, and raise concern on fines being issues, and aware that children are not attending schools due to bullying this is especially at a particular school in the North. Fines are issued by school head teachers; SPCF are discussing this with Mark Bennett to look at support as opposed to punitive fines.

*Exclusions

Suffolk has highest exclusions for primary and have requested further data to understand the breakdown of this.

*Open Forum event

Held SPCF event good event, sign posting. Good feedback, lack of senior staff compared to other events.

*Kirkley SEND drop in

Good turn out from Kirkley SEND Event, and feedback from parents who child now wants to go to school.

*SENCO Forum

SPCF presented at Suffolk SENCO forum on suicide.

Welcome new team member in the meeting today, expert by experience and working in community, inspiring many other parents and good.

SPCF reported that it had been a good month.

SENDIASS advised that they had received comments through governor training on VSEND, and having the termly visits from SES might have influence if schools are having regular conversations.

Board requested breakdown from SPCF regarding meetings, it would be good to know how many meeting SPCF are invited to, how many they are able to attend and how many are cancelled at short notice.

ACTION –SPCF to provide details on how many meetings they have been invited to, how many they have attended and how many have been cancelled with short notice.

RS – Thanked SPCF for update. VSEND meeting has been set up and an email has been sent addressing concerns, the measure of success for VSEND is not that it is completed for every child in Suffolk. One measure of success is how many settings have been trained, the team will then look to target those that have not attended the training and those that are not using the VSEND tool. Many schools are looking at how they will use it and work this into their daily work as a tool. The SES visits will help to ensure the schools are using evidence-based interventions across the Suffolk Inclusion toolkit which includes VSEND.

	<p>Exclusions – Recognise that exclusions are not good, they are not quite as reported in the media. The Education Access Team took over 300 calls and supported in over 39 exclusions being overturned.</p> <p>JR – It should be identifying how inclusive schools are, and those schools need to undertake Inclusion Quality Mark. It needs to be supported and invested in.</p> <p>RH – Noted re: meeting and glad this is being addressed, re: exclusion we do not want any to be excluded.</p> <p>With reference to non-attendance RH stated it is acknowledged that there are some fines that are appropriate, there needs to be a focus on supporting CYP to attend schools. The voice of parents/carers is heard.</p> <p>NB – shared apologies regarding meetings being cancelled.</p> <p>NB knows senior leaders are keen to meet SPCF.</p>
4.	<p>SENDIASS Update</p> <ul style="list-style-type: none"> • Update from annual report • Update on training and resources provided • 2022/23 Annual Report recently finalised, key stats: <ul style="list-style-type: none"> • 3,098 Referrals (individual requests for information, advice, and support) – 10% increase from 2021/22, and 28% increase since 2018/19. • Website – page views up by 38% • YouTube – channel views up by 31% • Dip in Facebook reach – reviewing how we can improve engagement. • X (Twitter) – maintaining presence, though has not shown to be the best platform to reach families. • Training – 1,201 registrants • Community Outreach (drop-ins and networking events) – 723 people reached. • Increased complexity and/or support needs – as well as a higher number of referrals, there are more which require a higher level of support from service. Trend seen nationally - the national ‘intervention levels guidance’ was updated (see report for step-change in March). We keep under review the impact of this, in particular: <ul style="list-style-type: none"> ○ Operational capacity to manage referrals. ○ For families: increase in ‘needs unmet’ (due to high demand/support needs and our capacity) – 171 (63 for 2021/22) ○ Increased support for the team/training. ○ Diversion of resources from the wider team ○ Staff retention.

- **Satisfaction levels** within our online feedback survey show a dip when compared to the previous year – fewer are completing this and we will explore how we might improve engagement.

- **September** – at month end we had **57 referrals waiting**, with many exceeding the 3-day response time that we aim for.
- **Training** – due to staff absence some training was cancelled. You can view what's coming up in our [termly flyer](#).
- [Annual Review information for young people](#) – now published. 'Easy-Read' version coming soon.
- **Permanent exclusion – info leaflet for parents**. Final accessibility actions taking longer than hoped, but we should be ready to publish soon.
- **SEND Family Hub Advice drop-in, 26 Sep – Lowestoft**. Was well attended. Next one is in Stowmarket on 24th Nov.
- **Ongoing community engagement**, A few September examples include attendance at the SPCF Open Forum, Ace Anglia coproduction event, and going into post-16 settings 'in-person' to reach more young people directly.

Board member requested that SENDIASS provide a condensed update.

ACTION 109 – SENDIASS to send JF list of events and training that SENDIASS provide.

SENDIASS have noted that there has been an increase in attendance to face to face events as it is becoming more desirable to talk face to face. As a result, SENDIASS have needed to send more members of staff to events,

5. **SEND Dashboard**

Opportunity for questions from Board on data reports.

RS wished to share with Board that data for CYP with an EHCP without an education setting recorded.

(Full Cohort) which is recorded at 356 (week commencing 9 October 2023).

This is telling us those CYP that do not have school place allocated to them, however 306 that are 'Not in education other', might not have a school place and do have some educational provision, just not at a named school.

The new case management system (Liquid Logic) is being updated to ensure we record the detail.

Of the 356, 9 CYP that might not have anything, and the services will be looking at sourcing provision/placement.

The number of Educational Psychologists advice that is outstanding, which means that the 20 weeks data for these young people will not improve. EPs are allocated as quickly

	<p>as possible (with some priority groups) the Liquid Personnel contract is helping although this is not seen in the data yet.</p> <p>Those completed in timeliness is at 5%, time needs to elapse to show the bigger impact. The services continue to monitor an improvement in timeliness is expected to be seen in 2024. The increase in requests for an EHC needs assessment continues.</p> <p>Complaints remain unchanged in the last quarter, dealing with a larger cohort, with the volume of complaints is bigger.</p> <p>Communication with service users is still acknowledged as a major challenge. Staff absence is creating further difficulties. In addition, recently the Local Offer Line has become understaffed as staff have left due to the impact of the calls they have taken.</p> <p>The service continues to look at improvements and changes to communication, the underlying issue is capacity to respond to calls and emails.</p> <p>The calls to Family Services have been rerouted back to the teams with business support providing a rota system for area teams.</p> <p>More tribunals are resolved prior to court and less tribunals are going to court for refusal to assess. It is acknowledged the impact for families going through the tribunal process, Suffolk is trying to support and resolved.</p> <p>Many tribunals are resolved due to further information becoming available.</p> <p>RS takes every opportunity to remind schools of the impact of exclusions.</p> <p>SENDIASS – Is there a way SENDIASS can be sighted on sickness and comms and local offer line issues to help with parent/carer expectations.</p> <p>RS – Definitely something that area managers can share with SENDIASS</p> <p>SPCF – Shared that parents do comment on social media ‘oh that person is off again.’</p> <p>Requested that all officers are mindful of sharing details regarding absences as this could be a breach of personal information.</p>
6.	<p>Review of last meeting</p> <ul style="list-style-type: none"> • Notes of last meeting (Sept-23) agree accuracy. • Actions arising from notes. <p>Action 110 – WA to share JF actions via email.</p>
7.	<p>Forward Plan</p>

	<p>CC would like to review TOR and give SENDAB.</p> <p>WA updated that the SEND Strategy consultation is running and a draft strategy will be signed off by cabinet.</p> <p>The Chair requested that the December meeting to be face to face in Endeavour House to start the review and focus on where we were when we started and where we are now and what the future looks like and next phase on SEND Strategy. Board agreed to face to face meeting.</p> <p>December meeting will look to discuss a standard agenda, as set out in the terms of reference. Which would include a two-way working relationship from all parties in the Local Area SEND Partnership to update on progress from the SEND Strategy, including SENDIASS and SPCF.</p> <p>RS – shared the partnership would like to report on how much we have done, how well we have done it and what are we working to.</p> <p>JI – Engagement Hub would like to have a regular slot for the young people as well. Also updated that Susie Mclvor will take over from Julia when she leaves in November-23.</p>
8.	AOB
	<p>Dates of Future meetings</p> <p>Friday 24 Nov 2023 – 10-12noon</p> <p>Apologies James Reeder</p> <p>Monday 18 Dec 2023 – 1pm – 3pm</p> <p>Apologies Nicki Howlett,</p>

KEY	
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SEND ACCOUNTABILITY BOARD ACTION LOG							
Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status	Impact
1	19-Nov-21	AC to invite Jessica Fleming to all future meetings	AC	01-Dec-21	Invited	Completed	
2	17-Dec-21	Jane Swift to bring report re LGSCO to future SENDAB	RS	06-Jan-22	Attended January-22 meeting	Completed	
3	17-Dec-21	AC to send Lincolnshire report to JF	AC	06-Jan-22		Completed	
4	17-Dec-22	AC to provide list of Health colleagues for attendance consideration	AC		As health are part of the SEND Programme and this focuses on SCC function - this has not been taken forward	Completed	
5	17-Dec-22	Agreed SPCF to have 2 Board members	RH	06-Jan-22	SW & TW	Completed	
6	17-Dec-22	Invite Beth Mosley & Claire Darwin to attend to discuss Mental Health in schools	RS	17-Mar-22	Attended 17 March 2022	Completed	
7	17-Dec-22	Review meeting frequency in February 2022	RH	17-Mar-22	Agreed monthly March 2022	Completed	
8	06-Jan-22	RS to discuss spot purchasing with the CCG'S at a future meeting	RS		Discussed and agreement for SALT & OT in place	Completed	
9	03-Feb-22	Circulate draft E& CS Scrutiny Recommendation	AC	03-Feb-22		Completed	
11	03-Feb-22	RS is working on a system for tracking those children who all agree and need a specialist placement and are currently in mainstream	RS	Ongoing	Join up between social care & education to ensure oversight, Communication is happening. A tracking process and analysis completed of 161 CYP, to track timeliness, those that are vulnerable and being supported by Social Care and Early Help. This update is included in the Education & Children Services Scrutiny	Completed	
12	03-Feb-22	SENDAB Agreed for recruitment to start on new staff from £1.1	RS	01-Aug-22	Advised Wendy Allen PB to commence	Completed	
13	03-Feb-22	Request for a single data report, SC to discuss with Harriet	SC	01-Mar-22	I hub providing updated tiles reporting	Completed	
14	03-Feb-22	DfE outcome letter to be shared with it is received	AC	01-Mar-22		Completed	
15	03-Feb-22	SPCF to keep SCC informed on progress and share any issues they may need SCC support with	SPCF	Ongoing	Added as an agenda item to new format	Completed	
16	03-Feb-22	SC & MH to follow up re school leverage school improvement	SC/MH		This was covered in presentation from MH at SENDAB	Completed	
17	03-Feb-22	MH to be invited to future SENDAB meeting	RH		Set for Jan-23	Completed	
18	16-Feb-22	Establish plan for LGSCO recommendations	RS	01-Mar-22	Setup and maintained for Inclusion Business Support	Completed	
19	16-Feb-22	Arrange cabinet briefing with CAMHS lead from NHSE	SC		17/03 - SC has identified person in NHSE re CAMHS and will speak to Richard Watson to arrange - superceded by mental health system collaboration meetings	Completed	
20	16-Feb-22	AC to send Data Improvement Plan to James Reeder	AC	01-Feb-22		Completed	
21	16-Feb-22	AC to ask Graham Newman to send Scrutiny Recommendations	AC	01-Feb-22		Completed	

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SEND ACCOUNTABILITY BOARD ACTION LOG

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23	17-Mar-22	Toni W and RS to meet and discuss P16 provision	RS/TW		01/04 - RS & TW still to arrange meeting. 29/04 RS & TW met and discussed. GM & LG attended SENDAB	Completed	
24	17-Mar-22	Request P4 lead invited to future meeting	RS	01-May-22	CM, GM & LG attended SENDAB	Completed	
25	17-Mar-22	CD will find out about join up between Psychologist in Fostering & Adoption and connect.	CD		CD developing relationships	Completed	
26	17-Mar-22	SW to meet with CD to discuss further involvement in the suicide prevention work.	CD		Meeting Arranged	Completed	
27	17-Mar-22	RS to discuss with TW concerns re exclusions	RS		Meeting was held, part time timetable and monitoring of fixed term exclusions.	Completed	
28	17-Mar-22	RS to communicate to schools that there is no need for an exclusion of any kind in order to receive services from Specialist Education Services	RS		Via Headlines	Completed	
29	01-Apr-22	AC to clarify with Jan Scott from Admission re eligibility for transport.	AC		Eligibility criteria clarified	Completed	
30	01-Apr-22	RS to look into how long High Needs Funding can take to process, how many awards have been applied for and how many awarded	RS	01-May-22	Updated applications are made at half term point. Funding is in place for the following term. At the end of 2021 there was 3139. at the start of 2022 there were 5746 active HNF bands active across all settings.	Completed	
31	01-Apr-22	AC & RS to meet with CCG's to discuss concerns regarding therapies	RS/AC		Ongoing meeting have been held by RS & GM	Completed	
32	01-Apr-22	Update on ECS recommendations to SENDAB in May -22	RS/AC			Completed	
33	29-Apr-22	RS to work with I Hub to produce sophisticated reporting	RS	31-Aug-22	RS working with I Hub, WA drafting vacancy data for I Hub reporting, New Tile for SEND Reporting completed.	Completed	
34	29-Apr-22	AC to share regional DCS response to green paper when available	AC		Will be available 13/06/22	Completed	
35	29-Apr-22	Request FOI update to James Reeder and Rachel Hood and SPCF	AC			Completed	
36	29-Apr-22	SENDAB Paper will be published on Local Offer website by the end of August 2022	WA	31-Aug-22		Completed	
37	25-May-22	RS & AC to meet re Panel processes and report back at June Meeting	RS & AC		Panel update to be shared in July in RS absence, update due in Sep	Completed	
38	25-May-22	Update on Recruitment at next SEND AB meeting	WA	01-Jun-22	Added to forward plan for October 2022	Completed	
39	25-May-22	RS & RH to discuss illness management due to confidentiality	RH/RS	??	Illness management has close oversight from HR when repeated or prolonged	Completed	

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40	25-May-22	Agenda on forward plan specific discussion on NEET and EHCPs	RH		Added to forward plan for October 2022	Completed	
41	25-May-22	SENDIASS agreed to become board members	NH		Added to invites	Completed	
42	25-May-22	TW suggested that JI to be a board member to have the voice of YP	??	??	RS has contacted her	Completed	
43	19-Jul-22	NB, SC, AC and FA to discuss communication issue	SC	Immediately	Emergency additional business support is being sourced across LA & Opus. Julie Stainer coordinating, under WA management. Agreed priority areas, training and access needs, Weekly meeting to monitor resource chaired by WA (PB/SB in WA absence).	Completed	
44	18-Aug-22	Provide update on new communication response approach at next SENDAB Meeting	RS	19-Sep-22		Completed	
45	18-Aug-22	Board agreement to combine SEND Strategy key priorities with Outstanding SEND Review recommendations to form SENDAB updates	WA	19-Sep-22		Completed	
46	18-Aug-22	Move SPCF survey to Jan-23 on Forward plan	WA	19-Sep-22	Updated Forward plan 26/08/22	Completed	
47	18-Aug-22	Invite Jane Swift to next SENDAB in September to share Audit Committee Report on Compliments, Comments and complaints and add to forward plan	WA	19-Sep-22	BB invited JS 22/08/22, WA Updated Forward plan 26/08/22	Completed	
48	28-Sep-22	JR requested a spreadsheet for the next meeting on number of staff and how they have been recruited	WA	20-Oct-22	To be provided in October 2022 meeting	Completed	
53	21-Oct-22	SW to provide email to AC on passenger transport training concerns to enable AC to review and update	AC	17-Nov-22	AC shared email with Passenger Transport will discuss at November meeting	Completed	
54	21-Oct-22	Invite Passenger Transport to next SEND Accountability Board, to discuss concerns and share code of practice booklet	WA	17-Nov-22	To attend November meeting	Completed	
55	21-Oct-22	CD & DL to review how VSEND can be rolled out to benefit P16 young people	CD/DL	16-Dec-22	Update on VSEND scheduled for December meeting, this is being rolled out as of Nov-22, Post 16 & Early Years planned for next academic year.	Completed	
56	21-Oct-22	CD to advise NB and SEND Accountability Board on any additional resource that may be required to support the roll out of VSEND.	CD	16-Dec-22	Update on VSEND scheduled for December meeting, additional resource maybe sourced from DBV and this is being considered at present.	Completed	
57	21-Oct-22	FA to follow up with intelligence hub regarding access to the details that sit behind the Tiles and if direction arrows can be added	FA	17-Nov-22	RS following up with I Hub and SES service, looking to add arrows where that is appropriate. Request update outcome at December 2022. RS to discuss if this is possible. Access can be sought through excel document that is shared, JR has access to this.	Completed	

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58	21-Oct-22	Update on Inclusion Roadshows to be shared at a future meeting	WA/RS	16-Dec-22	Scheduled to December meeting	Completed	
59	21-Oct-22	Recruitment and Vacancy update to be added as a reoccurring item on the forward plan	WA	25-Oct-22	Now part of reoccurring documentation	Completed	
60	21-Oct-22	SC to discuss with SENDIASS if they will have a reoccurring agenda item or a annual agenda item.	SC	17-Nov-22	6 monthly update from SENDIASS, annual report from January and next slot will be in July-22	Completed	
61	17-Nov-22	AC to speak to AO regarding the closure of Life Skills in Lowestoft and request an update	AC	16-Dec-22	<p>Emailed AC 07/12/22 to ascertain further update, SCC have been ready to support from the outset when called on to do so – hence letters and emails were sent by Suffolk CC ensuring learners knew where to seek support from (the DfE) and the SCC Early Help Team was present at face-to-face support events (which all Lifeskills learners should have been made aware of by the DfE) to directly engage with participants who presented as needing local support.</p> <p>Last week SCC were provided with the information held by the DfE on the progress that has been made with individual learners which will now allow us to mobilise some additional targeted engagement and support alongside that provided by DfE, especially for those individuals for which the DfE information does not provide confirmation of a positive transition to alternative provision. An initial analysis of the information provided last week suggests 28 individuals (of the 62 learners initially impacted) may require further support. SCC teams are now responding to do so.</p>	Completed	
62	17-Nov-22	RS to discuss with Intelligence Hub & Education Access Team to include further detail within the data including those PEX's that are rescinded.	RS	16-Dec-22	Education Access Team data has been added to the SEND Assurance report	Completed	
63	17-Nov-22	SPCF to share details of schools name regarding concerns where appropriate	SW/NC	16-Dec-22	WA to check with RS	Completed	
65	16-Dec-22	WA to ask IMPOWER what the LA has access to from the VSEND in terms of how schools rate setting readiness	WA	20-Jan-23	SCC will have data at a collated level and possibly whole school data by school – not individual child level. There are additional considerations which are being explored about the access to this data and vulnerability of it misuse if it ends up in the public domain. Awaiting an update from IMPOWER. This is under discussion in the High Needs Steering Group.	Completed	

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66	16-Dec-22	RS to confirm the definition of upheld for the data for exclusions	RS	20-Jan-23	Upheld Permenant Exclusions are those where by a meeting has taken place, and upheld by the governing body or Independent Review Panel.	Completed	
67	16-Dec-22	RS to ensure that the reporting of annual reviews is changed as current reporting is only based on those received and does not include those overdue	RS	20-Jan-23	WA contacting Harriet for latest report and ensure this is removed. Latest report not avilable until 27 Janaury - Annual Review data removed for December and Quarter 3 data. This will be available Feb-23	Completed	
68	16-Dec-22	WA to include reporting on next 3 months plan for recruitment for Family Services	WA	20-Jan-23	New vacancy report included in January SENDAB	Completed	
69	16-Dec-22	SC to discuss secondments with AC and the impact	SC & AC	20-Jan-23	SC & AC have discussed secondments, AC & RS further discussion to explore secondments. Current secondments are all now coming to an end - discussion will further for future requests.	Completed	
70	16-Dec-22	SW to contact Stuart Hudson regarding schools inappropriately recording YP as absence when adjustmenst are not made for them to attend a class	SW	20-Jan-23	SH has not received any contact, emailed SPCF to see if this can be shared 12/01/23, Follow up email 16/01/23, SW has parent approval to share info updated 13/01/23 with SH	Completed	
71	16-Dec-22	JR to discuss with RH if meeting times should be extended to 2.5 hours	JR & RH	20-Jan-23	Contacted JR 16/01/23, JR discussed with RH and meeting will be extended if required	Completed	
73	16-Dec-22	Jl to share YPN annual report with SENDAB	Jl	20-Jan-23	YPN Annual Report included in documents for January 23 SENDAB	Completed	
74	16-Dec-22	WA to ensure SPCF & SENDIASS have earlier agenda slots	WA	20-Jan-23	Agenda amended	Completed	
75	20-Jan-23	IMPOWER to look at falling school population rate and ensure this is reflected in the trajectory	DL & IH	17-Mar-23	Emailed DL & IH 13/02/2023. The trajectory does not currently include the assumption that school roll data is falling. Data will be shared with IMPOWER, to ascertain the impact. 03/03/2023 WA chased IMPOWER for an update. The falling school rate is not included, however the rate will not impact the projections as the projections only for the next 5 years and the falling school rate effects future input.	Completed	-
76	20-Jan-23	NH to request current phased transfer data from Paula Fuge	NH	17-Mar-23	Update SENDIASS have arranged meetings for 2nd March & 3rd April to share and discuss information. Update to be provided by NH 17-Mar-23. Meetings have occurred.	Completed	-
77	20-Jan-23	RS to action to request data on the average wait time for a CYP for an annual review	RS	19-May-23	Emailed I Hub 13/02/2023, this is not possible due to the data collection on dates in capita, This will be available going forward in Liquid Logic, once the system is up and running. Annual Review system will be launch in September-23, however data will not be available immediately.	Completed	Improved understanding on actual time CYP wait

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78	20-Jan-23	WA to request that data between PEX and Education Access Team is accurate, and the same. If not narrative to be included to explain the difference.	WA	17-Mar-23	Emailed I Hub 13/02/2023. Work is underway between Ihub and Education Access Team to align data. Support is in place to strengthen reporting systems for the new team. 12/04 - WA has liaised with MH, a meeting is still to be planned, Ihub have been significantly involved in go live of LL project, which has not allowed capacity to progress this at present. Due to reporting this data will not truly align as EMS report in real time and Ed Access is termly.	Completed	Improved understanding of data, identified reporting times are different
80	20-Jan-23	WA to review difference in calculation of vacancies	WA	20-Feb-23	Formula error, spreadsheet is not formatted to avoid errors	Completed	-
84	17-Mar-23	IC/CD to remind all schools to request an AR if needed all schools and workers should be supporting CYP at risk and requesting an early annual review where necessary.	RS/IC/CD	21-Apr-23	Ongoing in SENCO forum to remind and request annual review and also forms part of Education Access Team discussion with schools	Completed	Improved communication and coproduction on annual reviews
85	17-Mar-23	Confirmation that there have been no PEX for CYP with an EHCP in the Spring term	WA	21-Apr-23	Confirmation that there has been CYP with EHCP that have been pexed in the Spring term. MH advised that Education Access Team are reporting termly, so data will always differ to the assurance board. A meeting to review to be planned however due to the significant involvement in the LL project from I HUB this has not happened as yet. As linked to action 78.	Completed	-
87	17-Mar-23	Arrange follow up meeting with Education Access Team	WA	21-Apr-23	Rearranged to the 2nd May 2023	Completed	-
88	17-Mar-23	Review of board presentation, and agenda timings	SC/RS	21-Apr-23	RS/SC/AC & WA met to discuss. Agenda timings will be less ambitious, focus will be on key presenter, amendments to minutes will be requested in advance so not to use meeting time for this.	Completed	Improved functioning of the SENDAB Board
90	21-Apr-23	WA to ensure that graphs are lining up correctly for the sample data documented	WA	22-May-23	Sample data graph is now SEN2 data, which is submitted in January of the following year and the comparative data for other local authorities will be available from June the following year as well.	Completed	-
94	22-May-23	RS to look into how learning points from permanent exclusions overturn can be shared to support learning for other schools.	WA	16-Jun-23	WA has reordered	Completed	-
50	28-Sep-22	RS will ask Izzy Connell to discuss PEX at next SENCO Forum	RS	20-Oct-22	Will be scheduled in	Completed	-
51	28-Sep-22	AC to look into training for Schools Transport	AC	20-Oct-22	AC sent mail after the mtg - awaiting response	Completed	-

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52	28-Sep-22	Board to familiarise themselves with Data tile for further discussion in October meeting	All	20-Oct-22	The new and additional data tile will be considered at 20 Oct meeting .	Completed	Improved understanding for Board members to review and challenge system
83	17-Mar-23	WA to seek Stuart Hudson replacement and link in with action 64	WA	21-Apr-23	Confirmed Becky Brame due to start 1 May 2023	Completed link to 64	-
49	28-Sep-22	JR suggested having a column in the plan for outcomes in preparation for Ofsted inspections	WA	30-Nov	Work to align and add into the plan being taken forward	Completed	-
89	21-Apr-23	RS to request how many CYP that had section I named as provision now have a named placement	RS	22-May-23	Requested data from PF 15/05/23, to be updated. 4 now have a place confirmed for September, the remaining 14, are in varying stages of being supported to resolve a appropriate placement for September-23. This is a priority area of work. Updated in board meeting May-23	Completed	Continous monitoring of vulnerable cohort
22	17-Mar-22	RS working with service on Annual reviews to improve process for statutory timescales	RS	Autumn 22	01/04 - RS working on the process, capacity increase will help with improvements.	On going	
10	03-Feb-22	Ensure all statutory processes are clearly available for all parent/carers	WA	Ongoing	This sits with P2 as is ongoing.	Ongoing	
93	22-May-23	RS to look into how learning points from permanent exclusions overturn can be shared to support learning for other schools.	RS	13-Jul-23	RS - Discussed with Jason Moores, this will shared and progressed with SES	Ongoing	Sharing learning on PEX that have been overturned, reduces the likelihood of future PEX for similar reasons, thus improving outcomes for CYP
95	16-Jun-23	Action review contract database on payment for advisors to Councillors.	AC/SC	14-Jul-23	Updated provided that there had been an inout error and this has now been corrected on the SCC website	Completed	Accurate recording on SCC website
96	16-Jun-23	SPCF raised concerns re timeline for annual reviews and schools were not giving sufficient time for parents to attend, or reports to be shared and read.	WA	14-Jul-23	Request that SENCO Central is updated with top banner to remind schools of the AR timelines for inviting parents, request this is also added to SENCO Bulletin, and rasied at SENCO Forum.	Completed	Plan to improve timliness of annual reviews to enable parent/carers to participate
97	16-Jun-23	Request forward plan updated with plan on furture prevention of exclusions	WA	14-Jul-23	Added to forward plan for October 2023	Completed	Continous monitoring on exclusion cohort

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99	16-Jun-23	SPCF raised concerns regarding a stage 2 letter being sent that was incorrect	SPCF & AC		SPCF shared with AC, discussion has taken place and request has been made to customer rights to ensure errors do not occur in future.	Completed	Change to Independent Officers supporting with complaint investigations
64	16-Dec-22	Stuart Hudson to consider how Virtual School model for CME	SH	20-Jan-23	<p>Children who are CME (not on a school register) and have an EHCP are not currently monitored in the sense that the CME team make regular contact with them, other than to encourage the families to apply for a school. In cases where the child has an EHCP and has gone CME, this is usually when the parent/carers have taken the child out of school as they do not feel the provision at a school, meets the needs of their child or they have taken them out whilst they await an alternative provision which has been promised by Family Services, but is not currently available and may not be for some time. The other scenario is when the family with a child with an EHCP or SEND needs, is taken out by the parent/ carers for EHE due to one of the above issues or a family comes into Suffolk with SEND needs and does not have a school place or is finding it difficult to find a school.</p> <p>The current process with The Virtual school is that they use a system called Welfare Call to monitor the attendance of CiC and that this process is extended to children that are out of county with an EHCP, but are not CiC. It is possible that this offer could be extended to children who are CME and have an EHCP. The CME team can identify a list of these children which is not large.</p> <p>I would suggest that if this was considered as a way forward then Ros and Matthew could have a conversation, as in my discussion with Matthew he stated that this would be a change in contract and he would like to tease out what the monitoring criteria would be, daily or weekly and what the ask is as at present the ask is are they attending school. The ask for this may be different and that would need to be worked out. plus this would need to be funded. Suggested ways forward in discussion. 15/09 - Virtual School to attend SENDAB TBC</p>	Completed	

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79	20-Jan-23	RS to action to request a break down of those YP that have been PEXed with an EHCP, have they had a recent annual review or requested an early annual review.	RS	21-Apr-23	Emailed I Hub 13/02/2023. I Hub are looking at this with Education Access Team and an update will be available in due course. Due to the data entry, those having a early annual review will require a manual check. RS updated SPCF from Education Access Team. Ed Access Team ensure this considered at the point.	Completed	
92	22-May-23	RS to set up a session for SPFC/SENDIASS to meet with Olive and the Education Access Team	RS	16-Jun-23	11/09 - WA met with Olive to agree a meeting, following further discussion WA will invite Olive to attend and share update with SEND Accountability Board - WA will update board asap.	Completed	
100	14-Jul-23	Sue Cook requested that questions raised by YPN are shared with SENDAB including service response.	JJ	22-Sep-23	Stuart Barrett has been coordinating the responses as draft will be provided to SEND Accountability Board as soon as it is available. SB met with YP and shared responses on what was collated, and maybe finalised. JJ to update	Completed	
101	14-Jul-23	SC to advise SPCF who from DfE had requested letter to be sent out regarding attendance due to concerns over language used.	SC	22-Sep-23	SC raised with Adrian Orr who contacted SPCF direct.	Completed	-
102	14-Jul-23	FA to request breakdown of how many EHCNA requests are from schools and how many are from parents.	FA	22-Sep-23	Data to be provided at SEND Accountability Board data update	Completed	Support understanding of where EHCNA requests are generating from, and provide transparency
103	14-Jul-23	JF to discuss with Elaine Bryce chair of ECS on any recommendations relating to SEND to be shared and included in the forward plan for SENDAB.	JF	22-Sep-23	Update to be provided at SEND Accountability board. SEND do provide a SEND Accountability Bulletin to every Education Children Services Scrutiny.	Completed	Provide ongoing updates and share progress and challenges
104	22-Sep-23	RS to share details of the need for medical evidence	RS	20-Oct-23	DfE Statutory guidance May 2013, paragraph 1, 14 & 15. The law does not specify during the illness when it becomes the LA's responsibility, paragraph 14 & 15 WA to email and share on behalf of RS	Completed	
105	22-Sep-23	RS to look into details of transport funding for CYP that attend AP	RS	20-Oct-23	Children that attend Alternative Provision are provided transport as per the schools transport policy, an AP is treated the same as any other school. https://www.suffolkonboard.com/content/download/gqWkP6sBkxqx/School+Travel+Policy.pdf . WA to email and share on behalf of RS	Completed	Provides clarity for officers on transport for CYP attending a AP

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SEND ACCOUNTABILITY BOARD ACTION LOG							
Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status	Impact
81	20-Jan-23	WA will start to create vacancy monitoring for across Inclusion, due to time constraints this is likely to take some time. Further development will also be to match records to have Oracle Fusion accurate to provide the information.	WA	Est. Summer 2023	Initial conversations have started with Heads of Service for SES & PTS to start setting up template. This has been delayed in coordination due to capacity, of Project Officer. Work will recommence with new change team from October-23. This work is in progress and joining up with Finance and HR	In progress	
82	20-Feb-23	SC, AC & RS to look at SEND Data reporting to consider including insights, trends and further narrative.	SC/AC/RS	21-Apr-23	The narrative for Exclusions will be updated following the presentation from the Education Access Team to provide further detail, which will feed into future reporting to SENDAB. Updated provided for EHCNA & EHCP. Next insight scheduled is for Exclusions, and specialist units and places. Updated 05/07 work is stil underway and due to capacity this has not been progressed as yet. Update 15/09 SLT are working with IMPOWER to model how this will be progressed. Meeting delayed to Ofsted Inspection rearranged for Jan-24	In progress	
86	17-Mar-23	To request for those CYP that are without a school place to report on how long the waiting times are if this is tracked.	RS	21-Apr-23	Update to be provided at SEND Accountability Board meeting, this is being built into reporting system and will be updated in Jun-23. Update Jul-23 This reporting mechanism is being built in. RS to provide an update 22/09. This is included in the plan for reporting from Liquid Logic, however capacity for other demands has impacted the development of this.	In progress	
91	22-May-23	NB & AC to follow up with Data Protection colleagues to support parents to access encrypted documents	NC & AC	16-Jun-23	Email guidance has been drafted, WA to discuss with SPCF at next operations meeting in June-23. New guidance has been created to support parent/carers. SPCF have a poll to ascertain how many parents this is impacting.	In progress	
94	22-May-23	RS/SPCF member to discuss further regarding a specific school not supporting YP whilst suspended.	RS/SPCF	16-Jun-23	Update for September-23, CS to speak to SW.	In progress	
98	16-Jun-23	SPCF to share email JR & JF regarding CYP not being treated for mental health and JR & JF to raise at respective boards	SPCF/JR/JF	14-Jul-23	Email sent update to be shared at SENDAB, September-23	In progress	
106	22-Sep-23	SW to share details with RS regarding plans that have been ceased	RS	20-Oct-23	CS to ask SW if permission was granted	In progress	
107	22-Sep-23	Ros to speak to Adrian Orr re anti-bullying and plans to promote this with schools.	RS	20-Oct-23	RS due to speak to AO 16/10/23	In progress	

KEY	
White	Action required
Amber	Outstanding/overdue action
Green	Ongoing
Blue	Completed and closed

SEND ACCOUNTABILITY BOARD ACTION LOG							
Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status	Impact
108	22-Sep-23	RS to speak to EHE team regarding the EHE questions asked to parents regarding what is their reason to EHE	RS	20-Oct-23	WA to follow up	In progress	
109	20-Oct-23	SENDIASS to share events with JF	WA	23-Nov-23	WA Emailed NH 13/11/23, NH has added JF to distribution list	Completed	
110	20-Oct-23	WA to share JF with update	WA	23-Nov-23		Completed	

SEND Accountability Board Forward Plan (Oct 2023)

DBV – To be discussed

Meeting Date/time	Meeting Room	Deadline for Papers	Proposed Agenda Items	Responsible Officers
20 October 23			Overarching plan Performance & Data Reporting SPCF Focus – Virtual Schools/Attendance Forward Plan	
24 November 23			Overarching plan Performance & Data Reporting SPCF Focus Plan for reducing exclusions. – Izzy and evidence of impact from Olive TBC - Anthony Douglas report/summary letter	
18 December 23			Overarching plan Performance & Data Reporting SPCF Focus – Terms of reference and refreshed data Forward Plan	