

**Special Educational Needs and Disabilities - Joint Executive Board
Forward Plan: November 2023 Update**

Frequency: **Bimonthly**

Standing Agenda items: At the discretion of the Chair, Standard items are:

- Welcome, Apologies and Introductions
- Actions log - previous actions log approval, and review of open actions.
- Parent Carer Forum Update
- WSOA Progress Report and Subgroup progress reports
- Quality Assurance and Performance Report (quarterly)
- Safety Valve Programme (quarterly)
- Forward Plan
- AOB

CURRENT MEETINGS – 2023

30 Nov. 2023	Item	Presenter	Format	Action required
	Written Statement of Action (WSOA) Highlight Report and Sub-group progress Reports <ul style="list-style-type: none"> • PFA • Health • EHCP • Co-Production 	Mary Jarrett Karel Stevens-Lee Andrea Kelly	Verbal	Noting
	Elevated Youth Forum	Zacharia Opere	Verbal & Video presentation	Noting
	Parent Carer Forum Update & Survey	Amanda Bernard	Paper	Noting
	Safety Valve Programme Update	Jackie Difolco	Presentation	Discussion
	NCL/ICB – Consultation Process – Update	Tim Miller/Karel Steven-Lee	Verbal	Noting

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	Alternative Provision Progress Report	Jane Edwards	Paper	Noting
	SEND Commissioning – Deferred to Jan.2024 -	Caroline Brain	Report	Noting
	Healthy Weight	Linda Edwards	Presentation	Noting
	Performance Report	Mary Jarrett		

PREVIOUS MEETINGS: 2023

13 Sept. 2023	Item	Presenter	Format	Action required
	Written Statement of Action (WSOA) Highlight Report and Sub-group progress Reports <ul style="list-style-type: none"> • PFA • Health • EHCP • Co-Production 	Mary Jarrett Karel Stevens-Lee Andrea Kelly	Verbal	Noting
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting
	Community engagement work – Healthy lifestyles and weight	Sophie Hawthorn/Linda Edwards	Paper	Noting
	Local Offer Review	Mary Jarrett	Paper	Noting
	Voice Day Action Plan	Mary Jarrett	Paper	Noting
	Speech and Language Provision Commissioning	Karel Stevens Lee	Paper	
	Q1 Quality Assurance and Performance Report	Mary Jarrett		
	Safety Valve	Jackie Difolco		
Items from 19 July Meeting	Short Breaks Statement and Offer	Dennis Scotland	Paper	Noting

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	Performance Slide – extended discussion by the Board -	Mary Jarrett/Karel Stevens Lee		
	Draft SEND Self-Assessment	Tim Miller/Mary Jarrett		
	NCL/ICB – Consultation Process – Update	Tim Miller/Karel Steven-Lee	Verbal	Noting
	SEND Inspection – Update	Mary Jarrett		

19 July 2023 Some items moved to Sept. Meeting	Item	Presenter	Format	Action required
	Q4 Quality Assurance report	Mary Jarrett	Paper	Discussion
	SEND Strategy Highlight Report incorporating Written Statement of Action (WSOA) and KPI's <ul style="list-style-type: none"> • PFA • Health • EHCP • Co-Production 	Mary Jarrett Karel Stevens-Lee	Report	Noting
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting
	Disability Register	Dennis Scotland/Mary Jarrett		
	Short Breaks statement and offer	Bev Hendricks / Dennis Scotland		Update

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	Safety Valve Highlight Report	Mary Jarrett/Tim Miller		
	SEND Sufficiency Strategy	Stu Barratt/Steven Nzekwuke		
	SEND Self-Assessment	Tim Miller/Mary Jarrett		

5 June 2023 - Moved owing to the SEND Exec. Awayday in May.	Item	Presenter	Format	Action required
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22 May 2023	BOARD AWAYDAY – Agenda to be confirmed. Venue: Rising Green Youth Hub, Unit 2, Lymington Avenue, Wood Green, N22 6JA			
19 April 2023	Item	Presenter	Format	Action required
	Written Statement of Action (WSOA) Highlight Report and Sub-group progress Reports <ul style="list-style-type: none"> PFA, Health, EHCP, Co-Production 	Mary Jarrett Karel Stevens-Lee Andrea Kelly	Report	Noting

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	SEND Power Parent Carer Forum Update	Amanda Bernard	Presentation	Noting
	Safety Valve Programme Update	Jackie Difolco	Presentation	Discussion
	SEND Education Sufficiency Strategy	Steven Nzekwue Kevin Taggart	Report	Discussion
	Alternative Provision Review	Ginny Thorne Caroline Brain	Presentation	Discussion
	Ordinary Offer of Education (Progress Report)	Ellika McAuley/Janis Rogers	Presentation	Noting
	Draft SEND Performance Dashboard	Mar Jarrett/Karel Stevens Lee	Report	Discussion

27 Feb 2023					
	Safety Valve Programme Update	Mary Jarrett Jackie Difolco	Presentation	Discussion	
	Written Statement of Action (WSOA) Highlight Report and Sub-group progress Reports <ul style="list-style-type: none"> • PFA • Health • EHCP • Co-Production 	Mary Jarrett Karel Stevens- Lee Andrea Kelly	Verbal	Noting	
	SEND Power Forum Update	Amanda Bernard	Paper	Noting	

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	Ordinary Offer of Education – Progress report	Ellika McAuley Janis Rogers			
	Q3 Quality Assurance and Performance Report	Mary Jarrett	Paper		
	SEND Audit Report (Islington PIP)	Rebecca Elgion	Paper		
	AP Review Findings	Caroline Brain			
	SEND Maturity Matrix	Tim Miller			

19 Jan 2023					
	Written Statement of Action (WSOA) Highlight Report and Sub-group progress Reports <ul style="list-style-type: none"> • PFA • Health • EHCP • Co-Production 	Mary Jarrett Karel Stevens-Lee Andrea Kelly	Highlight report/ Verbal	Noting	
	SEND training for Community Policing	Inspector Jas Kaur	TBC		
	SEND Power Forum Update	Amanda Bernard	Paper	Noting	
	Alternative Provision Offer	Caroline Brain/ Gerry Robinson	Paper	Discussion	



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	Safety Valve Programme Update	Jackie Difolco	Presentation	Discussion	
	Short Breaks Offer	Bev Hendricks	Verbal	Discussion	
	Evaluation of SEND Strategy	Mary Jarrett	Verbal	Decision	

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Previous meetings – 2022

Meeting Date	Issue	Lead	Presentation/Paper/ Verbal	Comments	Outcome
19 Jan 22					
	Launch of Ordinary Offer of Education	Ellika McAuley	Presentation	For Noting.	Launch to commence on 19Jan22. Progress update evidencing impact report in 9-12 months.
	Revised Terms of Reference and Membership	Jackie Difolco	Paper	Decision requested for publication of Minutes on Local Offer website.	Agreed – Summary document only to be reviewed by Chair and published for a trial of two meetings then reviewed.
	Written Statement of Action –	Jackie Difolco	Presentation	For Noting	
	Implementation of CACI System	Beth George	Paper	For Noting	Agreed
	ISOS work – proposal for information and advice.	Mary Jarrett	Paper	For Noting	Agreed
	Launch of Disability Register	Beth George	Paper	For Noting	Agreed for an update at the May meeting.
28 Feb 22 2.00 – 4.00pm					
	Assisted Travel Policy	Mary Jarrett	Presentation	For Noting	Future updates to follow.

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Meeting Date	Issue	Lead	Presentation/Paper/ Verbal	Comments	Outcome
	High Needs Block Recovery Plan	Jackie Difolco/Mary Jarrett	Presentation	For noting	Future updates back to the Board with the financial projections.
	SEND WSOA and SEND ToR	Jackie Difolco			
	SEND Commissioning Strategy	Charlotte Pomery		For Noting	DEFERRED to April 2022
13 April 22					
	Q3 Quality Assurance and Performance Report	Mary Jarrett	Paper	Discussion	
	Joint SEND Commissioning Strategy (Update)	Charlotte Pomery	Verbal	Noting	
	SEND Sufficiency Strategy (Update)	Charlotte Pomery	Verbal	Noting	
	SEND Exec Subgroup progress Report - PFA (BG) - Health (TM) - EHCP (MJ) - Coproduction (MJ)	MJ/TM//BG	Verbal	Discussion	
	Parent Carer Forum Update	Amanda Bernard	Paper	Discussion	

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Meeting Date	Issue	Lead	Presentation/Paper/ Verbal	Comments	Outcome
	SEND Improvement Programme Report	Mary Jarrett Tim Miller	Presentation	Discussion	
23 May 22					
	Launch of the Disability Register	Mary Jarrett	Paper	Decision	
	ISOS Work	Mary Jarrett	Paper	Noting	
	High Needs Block (HNB) Recovery Plan	Jackie Difulco/Mary Jarrett	Presentation	Discussion	
	Q4 Quality Assurance and Performance Report	Mary Jarrett	Paper	Discussion	
	SEND Exec Subgroup progress Report - PFA (BG) - Health (TM) - EHCP (MJ) - Coproduction (MJ)	BG/MJ/TM	Verbal	Noting	
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting	
	SEND Improvement Programme Report	Tim Miller Mary Jarrett	Presentation	Discussion	
4 July 22					
	Safety Valve	Jackie Difulco	Paper	Discussion	
	SEND Exec Subgroup progress Report	BG/MJ/TM	Verbal	Noting	

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	<ul style="list-style-type: none"> - PFA (BG) - Health (TM) - EHCP (MJ) - Coproduction (MJ) 				
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting	
	SEND Improvement Programme Report	Tim Miller Mary Jarrett	Presentation	Discussion	
	SEND Exec Awayday	Mary Jarrett	Verbal	Discussion	** Defer to August meeting **
	Dispute Management	Mary Jarrett	Paper	Discussion	
8 Aug 22	CANCELLED – Agreed by board members				
	Q1 Quality Assurance and Performance Report	Mary Jarrett	Presentation	Discussion	
	SEND Exec Subgroup progress Report <ul style="list-style-type: none"> - PFA (BG) - Health (TM) - EHCP (MJ) - Coproduction (MJ) 	BG/MJ/TM	Verbal	Noting	
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting	
	SEND Improvement Programme Report	Tim Miller Mary Jarrett	Presentation	Discussion	

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Meeting Date	Issue	Lead	Presentation/Paper/ Verbal	Comments	Outcome
19 Sept 17 Oct 22	Rescheduled from 19 Sept due to Bank Holiday – all items moved to Oct mtg				
	SEND Exec Subgroup progress Report - PFA (SF/MJ) - Health (TM) - EHCP (MJ) - Coproduction (MJ)	Sophie Frais Tim Miller Mary Jarrett	Verbal	Noting	
	SEND Improvement Programme Report and updated/ new WSOA Key Performance Indicators	Tim Miller Mary Jarrett	Paper	WSOA KPI's - decision	Baselines on WSOA have been reviewed with targets proposed
	Safety Valve Update	Jackie Difolco Carl Edwards Mary Jarrett	Presentation	Discussion	
	Parent Carer Forum Update	Amanda Bernard	Presentation	Discussion	
	Q1 Quality Assurance and Performance Report	Mary Jarrett	Paper	Discussion	
	SEND Executive Temperature Check Findings	Jackie Difolco	Paper	Discussion and decision	Board member survey
	Preparation for Adulthood Strategic Action Plan	Vicky Murphy Jackie Difolco	Presentation	Noting	

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	SEND Exec Away Day	Mary Jarrett	Verbal	Decision	
17 Oct 22	Moved from 31 Oct mtg due to rescheduled mtg from 19 Sept.				
	Q1 Quality Assurance and Performance Report	Mary Jarrett	Paper	Discussion	
	SEND Exec Subgroup progress Report - PFA (BG) - Health (TM) - EHCP (MJ) - Coproduction (MJ)	BG/MJ/TM	Verbal	Noting	
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting	
	SEND Improvement Programme Report	Tim Miller Mary Jarrett	Presentation	Discussion	
5 Dec 22					
	Safety Valve Programme Update	Jackie Difolco	Verbal	Noting	
	SEND Exec Subgroup progress Report	Mary Jarrett Karel Stevens-Lee Andrea Kelly	Verbal	Noting	
	Parent Carer Forum Update	Amanda Bernard	Paper	Noting	

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	SEND Improvement Programme Report	Karel Stevens-Lee Mary Jarrett	Presentation	Discussion	
	Autism in Schools Project	Ellika McAuley	Presentation	Noting	
	Summer Holiday Activity Report (SEND specific)	Andrea Keeble/ Erica Owusu-Boateng	Paper	Noting	
	SEND Exec Temperature Check	Jackie Difolco	Presentation	Discussion	