



## Waltham Forest Parent SEND Meeting Agenda, Minutes and Action Plan

Meeting Date and Time: **Friday 16<sup>th</sup> April 2021 10:30am-11:45am**  
Meeting Location: **Via Microsoft Teams**

### Agenda Items

<b>No.</b>	<b>Item</b>	<b>Duration</b>	<b>Lead</b>
Agenda Item 1:	Introductions and Apologies	5 minutes	EG
Agenda Item 2:	Review Action Plan	5 minutes	All
Agenda Item 3:	Occupational Therapy Updates and Forward Plans	15 minutes	JM/EG
Agenda Item 4:	Compliments	5 minutes	CP
Agenda Item 5:	Parent Forum Updates / Queries	10 minutes	CP
Agenda Item 6:	Recommissioning Update	5 minutes	KB/KD
Agenda Item 7:	Home to School Transport Policy	5 minutes	JM
Agenda Item 8:	Local Area Action Plan Initial Review	15 minutes	All
Agenda Item 9:	Coronavirus Impacted Updates	5 minutes	All
Agenda Item 10:	AOB	5 minutes	All

Next Meeting Date and Time: **Friday 21<sup>st</sup> May 2021 10:30am-11:45am**  
Action Plan: **Page 3**  
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Attendees for Friday 16<sup>th</sup> April 2021.

<b>Name</b>	<b>Initials</b>	<b>Agency/Job Title</b>
Eva Gunkova	EG	Chair, Assistant Director SEND, LBWF
Rianna Terry	RT	Customer Service and Business Support Team Manager, LBWF
Councillor Grace Williams	GW	Councillor, LBWF
Vikki Monk-Meyer	VMM	NELFT
Lynn McBride	LM	NELFT
Sarah Ahmet	SA	Parent
Kate Delaney	KD	Commissioning Lead, LBWF
Joanna Mahadoo	JM	Provision and Partnerships Manager, LBWF
David Roberts	DR	Parent



### ACTION PLAN

Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
<b>Communication Strategies as Partnership</b>	No Open Actions for this Item.				
<b>SEND Performance – DASH Board</b>	No Open Actions for this Item.				
<b>Health/CCG</b>	CP/SA to send VMM and LM the specific details of where the CAMHS advice in an EHCP report has not been satisfactory, for it to be reviewed.	CP / SA	May 21	NEW ACTION	
	EG to remind staff that the draft EHCP should be sent to Health for review prior to being finalised	EG	May 21	NEW ACTION	
<b>Equipment</b>	Therapies review including OT and SALT	KB + VMM	TBC	In Progress	
<b>Assistance with Travel</b>	No Open Actions for this Item.				
<b>Co-Production Projects</b>	Autism Strategy	CP + KD + ICT	Mar 21	In Progress	
	KB to follow up regarding progress and status of JSNA and feedback to CP (to be added to recommissioning update	KB	May 21	In Progress	Update expected May meeting



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	for Mar 21)				
<b>Short Breaks</b>	Short Breaks Statement (+ <i>Creation of Digital Application Form</i> )	JM, CP	Apr 21	In Progress	Update – Final Draft by the end of Apr Application Form and Guide also to be updated post statement completion.
	VMM, KB and DR to review the Health section of the Short Breaks Statement	VMM, KB, DR	Mar 21	In Progress	Update – Dependent on above action
<b>Local Area Action Plan</b>	STANDING ITEM	All	Jun, Sept, Dec	Ongoing	
<b>PFA Strategy</b>	STANDING ITEM	All	Monthly	Ongoing	
<b>Occupations Therapy Vacancies</b>	JM to update letter sent relating to OT's. All partners to cascade to respective Teams as a priority.	JM	ASAP	NEW ACTION	
	Raise with Heather Flinders - promoting the role of Occupation Therapists through the Local Authority, including any lobbying for change in training.	Cllr GW	May 21	NEW ACTION	
	Raise with Heather Flinders - Communication to go to MPs and Cllrs to inform of the above	Cllr GW	May 21	NEW ACTION	



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
<b>Other</b>	AS to provide information on what the offer is for a parent with a recent ADHD diagnosis'	AS	Apr 21	In Progress	Update – KD to chased AS
	SA to send details of specific 17-year-old to LM (relating to previous CAMHS support and diagnosis of ASD, ADHD)	LM	May 21	NEW ACTION	*INDIVIDUAL CASE*
	EG advised an audit will be going ahead into EHCP advices received and outcome focussed plans in May 21. To ensure quality assurance of advice and outcome focus.	<b>EG</b>	May 21	NEW ACTION	
<b>2021 Reminder</b>	Update on the ADHD Strategy, including timescales	DR	Dec 21	Ongoing	No current workstream planned. Reminder for discussion in Dec 2021. Update: commitment to update the social emotional mental health sections of the resource ladder which does not mention ADHD at the moment and needs to be a bit smoother.



Minutes for Friday 16 <sup>th</sup> April 2021			
No	Agenda Item	Action By	Due Date
1	<b>Welcome, Introductions and Apologies</b> <ul style="list-style-type: none"><li>Minutes of Friday 19<sup>th</sup> March approved.</li></ul>		
2	<b>Review Action Plan</b> <ul style="list-style-type: none"><li>Updates as above.</li></ul>		
3	<b>Occupational Therapy Updates and Forward Plans</b> <ul style="list-style-type: none"><li>VMM audited cases which JM is now working through (additional 60 referrals, 142 total)</li><li>Lessons learnt are being identified, to inform future processes. Including several equipment repairs which have been put through as referrals.</li><li>JM has contacted an independent OT, currently helping with a hospital discharge.</li><li>Recruitment remains outstanding, JM continues to find solutions in the meantime, JM is going to speak to ASC for assistance for post-18</li><li>Adults, have already confirmed assistance for a particular young adult – assessment will be conducted. Daily contact with Adults for those post-18 on where they can assist and accommodate assessments.</li><li>Possible remodelling of the OT delivery – will be taken to respective Boards for sharing/decisions</li></ul>		



## Minutes for Friday 16<sup>th</sup> April 2021

No	Agenda Item	Action By	Due Date
	<ul style="list-style-type: none"> <li>LM asked whether Comms will be being sent out. Individual cases will be contacted regarding assessments in due course.</li> <li>Cllr GW asked what could be done by Politicians to push the difficulties currently faced in recruiting into this area. LM advised wider roles in the NHS need supporting and advertising. There is also limitations in paediatric experience, particularly in the training of OT.</li> <li>North East London Authorities to meet to discuss wider OT issues across London.</li> </ul>		
	<b>Documented Actions Agenda Item 3.</b>	<b>Action By</b>	<b>Due Date</b>
	<ul style="list-style-type: none"> <li>JM to update letter sent relating to OT's. All partners to cascade to respective Teams as a priority.</li> </ul>	<b>JM</b>	<b>ASAP</b>
	<ul style="list-style-type: none"> <li>Raise with Heather Flinders - promoting the role of Occupation Therapists through the Local Authority, including any lobbying for change in training.</li> </ul>	<b>Cllr GW</b>	<b>May 21</b>
	<ul style="list-style-type: none"> <li>Raise with Heather Flinders - Communication to go to MPs and Cllrs to inform of the above</li> </ul>	<b>Cllr GW</b>	<b>May 21</b>
<b>4</b>	<b>Parent Forum Compliments</b> <ul style="list-style-type: none"> <li>Connaught School for Girls – SENCO, Head of Year and Miss Hicks (support given to a child academically and emotionally)</li> <li>Kofi Simpson (SW) – Great first impressions</li> <li>Catherine (Dentist)</li> <li>Amanda Jamieson – SENDIASS</li> <li>Carol Prideaux – Goes way above the call of duty</li> </ul>		



Minutes for Friday 16<sup>th</sup> April 2021

No	Agenda Item	Action By	Due Date
5	<p><b>Parent Forum Feedback/Updates</b></p> <ul style="list-style-type: none"> <li>Parents had queried CAMHS input into EHCP. Some have not had any input, and others have had some, but predominantly around medication. Some parents were unaware they could ask for reports from CAMHS. LM advised this came up at the CAMHS Board previously. LM has requested the specifics from CP. VMM advised a bit of work needs to be done to address input to an original EHCP and an annual review.</li> </ul>		
<b>Documented Actions Agenda Item 5.</b>		<b>Action By</b>	<b>Due Date</b>
	<ul style="list-style-type: none"> <li>CP/SA to send VMM and LM the specific details of where the CAMHS advice in an EHCP report has not been satisfactory, for it to be reviewed.</li> </ul>	<b>CP / SA</b>	<b>May 21</b>
	<ul style="list-style-type: none"> <li>EG to remind staff that the draft EHCP should be sent to Health for review prior to being finalised</li> </ul>	<b>EG</b>	<b>May 21</b>
	<ul style="list-style-type: none"> <li>SA to send details of specific 17-year-old to LM (relating to previous CAMHS support and diagnosis of ASD, ADHD)</li> </ul>	<b>LM</b>	<b>May 21</b>
	<ul style="list-style-type: none"> <li>Anthony Lyseight-Goslin to be asked to provide update at May 21 meeting – 5-minute update on Provisions Reopening <b>COMPLETE</b></li> </ul>	<b>RT</b>	<b>May 21</b>
	<ul style="list-style-type: none"> <li>EG advised an audit will be going ahead into EHCP advices received and outcome focussed plans in May 21. To ensure quality assurance of advice and outcome focus.</li> </ul>	<b>EG</b>	<b>May 21</b>
6	<b>Recommissioning Updates and Home to School Transport Policy</b>		





## Minutes for Friday 16<sup>th</sup> April 2021

No	Agenda Item	Action By	Due Date
	<ul style="list-style-type: none"> <li>• Policy was signed off at Cabinet – main focus is now procurement of the SEN Transport Service.</li> <li>• A lessons learnt session will probably held around CT+ which is the current transport provider.</li> <li>• SEND Outreach Services – Procurement now closed</li> <li>• Special thanks given to Korina for her support in the evaluation</li> <li>• Autism Strategy – Paper going to Cabinet next week (w/c 19/04/21), which is a starting point, including intentions, what has been done so far, etc</li> <li>• SEND Mediation Service – Currently out for procurement</li> <li>• Post room are assisting in the production of ID cards for parents and carers collecting children from transport. Children to draw pictures of what it means to travel to school, 1 winner will be published on ID cards, 1 winner will be published on the design of the Local Offer and 1 winner will publish on Assistance with Travel application/email signature.</li> </ul>		
7	<p><b>Local Area Action Plan</b></p> <ul style="list-style-type: none"> <li>• To be on the agenda for June, September, December</li> <li>• EG to review latest iteration, then to be added to Teams and circulated to partners for updates</li> </ul>		
8	<p><b>Coronavirus Impacted Updates</b></p> <ul style="list-style-type: none"> <li>• VMM advised if there are any ongoing issues with vaccinations or health checks, she is following up on all of the requests she has had so far. Work is going ahead to have appropriate settings for young people with learning difficulties who are eligible for vaccines.</li> <li>• Agenda Item to be changed to – Covid Recovery Updates</li> </ul>		



Minutes for Friday 16<sup>th</sup> April 2021

No	Agenda Item	Action By	Due Date
9	<b>AOB</b> <ul style="list-style-type: none"><li data-bbox="246 454 548 486">• No Other Business</li></ul>		