



Waltham Forest Parent SEND Meeting Agenda, Minutes and Action Plan

Meeting Date and Time: **Friday 17th November 2021 10:30am-11:45am**
Meeting Location: **Via Microsoft Teams**

Agenda Items

No.	Item	Duration	Lead
Agenda Item 1:	Introductions and Apologies	5 minutes	EG
Agenda Item 2:	Review Action Plan	5 minutes	All
Agenda Item 3:	Coproduction Updates and Parental Feedback	15 minutes	CP
Agenda Item 4:	Local Area	10 minutes	EG
Agenda Item 5:	Short Breaks	10 minutes	JM
Agenda Item 6:	Recommissioning Updates	5 minutes	KB/KD
Agenda Item 7:	Leyton Green Offer for day activities/Long term Support	10 minutes	AS
Agenda Item 8:	Covid-19 Vaccinations	5 minutes	KB
Agenda Item 9:	AOB	5 minutes	All

Next Meeting Date and Time: **Friday 17th December 2021 10:30am-11:45am**
Action Plan: **Page 3**
Minutes: **Page 6**



Attendees for Friday 16 th July 2021		
Name	Initials	Agency/Job Title
Eva Gunkova	EG	Chair, Assistant Director SEND, LBWF
Adedayo Abioye	AA	Customer Service and Business Support Officer, LBWF
Joanna Mahadoo	JM	Provision and Partnerships Manager, LBWF
Cllr Alistair Strathern	Cllr AS	Councillor, LBWF
Carol Prideaux	CP	Parents Forum
Asta Simkuniene	AS	Parent Forum
Korina Gerolazou	KG	Parent Forum
Sarah Ahmet	SA	Parent Forum
Apologies		
Name	Initials	Agency/Job Title
Lynn McBride	LM	NELFT
Vikki Monk-Meyer	VMM	NELFT
Kate Delaney	KD	Commissioning Lead, LBWF
Katy Briggs	KB	Head of Integrated Commissioning
Anthony Lyseight-Goslin	ALG	Manager Short Break Service, Leyton Green Road



ACTION PLAN

Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
SEND Performance – DASH Board	No Open Actions for this Item. <i>On agenda for SEND Strategic Board</i>				
Equipment	Therapies review including OT	KB + VMM	TBC	In Progress	OT is going to cabinet next year and it is thought the completion will be July 2022.
Co-Production Projects	CP to send a date for the coproduction training. CP+ parent forum to update the co-production agreement post training delivery (by Dec)	CP	Dec 21	In progress	Logistics are completed although training has been scheduled which will be held on November and then agree for update will follow.
	Seek information from IT in regards to Mimecast and it asking for password to access the information in the email.	JM		Completed	should contain a link to where the password is.
	Seek why Autism and ADHD are not part of the housing points system.	Cllr AS	Dec 21	In Progress	conversation had been had and this requires feedback to what can happen.
	Parent forum to update the coproduction summary	CP	Nov 21	completed	



ACTION PLAN

Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	overview				
	Circulate within our service a reminder about Annual review, EHCP Outcome, PFA Etc	JH	Nov 21	completed	
	EO to look into the on-cost in regards to personal budget.	EO	Dec 21	Outstanding	EO to send direct payment policy and to attend in December for personal budget update.
Phase Transfer Post 16/19	Janice to return to the forum in January with an update	JH	Nov 21	completed	
Recommission updates	KD to liaise with the current SENDIASS about their ongoing working Due to concerns raised about capacity and support offered	KD	Nov 21	Outstanding	
Short Breaks	SB statement to be finalised	JM	Nov 21	Completed	Pending input re EY



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No	Agenda Item
1	Welcome, Introductions and Apologies <ul style="list-style-type: none">Minutes of Friday 22nd October 2021 approved.
2	Review Action Plan <ul style="list-style-type: none">Review completed.
3	Co-production <ul style="list-style-type: none">An updated documents of what has been going on should have been sent out however that is not heard about is provision and guide to EHC.Provision maps- EG explains that it has been done but not done in co-production. Raju and SENCO group work on the provision however they were waiting for SENCO to come back with amendments and we can request for it to be shared with the forum. Raju is leaving therefore we are recruiting into a permanent replacement. There is an agency interest able to step in if we are unable to timely permanently recruit. There are already six application in which interviews are next week.In terms of coproduction training there 78 attending the training on Tuesday 23rd November 2021. In which there are 20 parents and 5 young people, there are people across the board and from Llyod park charity however unfortunately there is no adult's representation. Alam said that due to capacity no one from adult services will be present. There is health staff, five member from EH, one member from early years, eight commissioners and someone from the new SENDAISS.EG states that with the absence of the members of staff from the adults' service nothing has been lost because the SEND team will there which incorporates adults services and therefore training will be forwarded to the service and leaving care team are part of the adult team.



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	<ul style="list-style-type: none">• CP state that some of the commissioners are part of the adult service also so they will be able to fill the void. There are currently 78 people who will be attending the training which a significant progress as there were only 23 people register last month.• EG suggest that on Monday there is a reminder sent to those who are have said they will attend.• CP states that an email was sent this week with information that Rotherham has sent and the young people has pen portraits sent of the training team to them and the young people have similarly done the same. <p>Compliments</p> <ul style="list-style-type: none">• Stephanie – Family Support Whitefield• Joanna Watkins – Behaviour specialist• Joan Berry – Dietician• Marie Fleming– Epilepsy team• OT team <p>Complaints</p> <ul style="list-style-type: none">• EHCP annual review in regards to things not happening with the statutory timeframe. As a parent have said that it has been six month in to the annual review and still has not received the report from school which should be two week. There is document that states what should happen and when and someone has asked how the guidance and policy is being monitored and if the stats are being captured. It has been said that clearly



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	<p>effort have been put into implementing the new annual review policy but no gather the stats on how it is working.</p> <ul style="list-style-type: none"><li data-bbox="185 459 2145 722">• <i>EG states that is not about isolation of one organisation as the issue is systemic. Numerous training, evaluation, SENCO forums attended in which there is the same issues of SENCo turnover, therefore there would be a requirement that aligned with the annual pathway. unless every part of the system fulfil their part of the requirement then it is not going to work. the best we can do is to continue to raise awareness and educating our colleagues and partner. The SEND officer do go back and chase. SEND officer cannot continuously keep chasing without it being effective therefore we need to make improvements and escalate matter to the head. It will be refreshing everyone's mind with understanding that there will always be a hurdle, challenge or capacity issue which as a system we need to continue to work together, therefore helping the partners to make sure they are fully embracing the annual review trajectory and pathway.</i> <p><i>KG the main question that was feedback was about monitoring the pathway but knowing where the block is and who can identify where the blockage is.</i></p> <p><i>EG states that the SEND officer would know where the blockage is the chain in. our issue is retaining staff, some officers leave with no notice and the new office tries the best to follow through. There are cases where the annual review happened in June however have not completed the pathway because only two weeks ago we received report from the school and now the letter will go out but this does not take away the four months of the report not going back. It is a combination of things and there is not a one issue that applies to all circumstances as there are all different parts of the process. it is reassuring that annual review continue to happen and we can monitor and track if annual reviews are completed or not and it has been seen in the dash that we are sustaining the turnaround but it is now about taking it to the next level and not settling. Whilst we are having an increasing number of EHCP at the front it remains a constant juggle and making sure the front part and is on track and that the annual review keeps it place in the weekly rotation and management of the demand.</i></p> <p><i>CP suggest that it needs to be presented at the headteachers forum.</i></p> <p><i>EG explains that it has already been present there and I have written to every one within the borough however we can present this again.</i></p>



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	<ul style="list-style-type: none">• There is an issue with teachers of the deaf and parents are not happy that there is only one teacher for the deaf, for 164 children. A meeting that was held last week parents were told that there was nothing that could be done. <p><i>EG as KD is not present in which she would be able to provide more details. There is a follow up on it in which a review of outreach of the teachers of the deaf and the deaf element of our outreach. They have recruited and appointed a teacher in addition we have sourced a mentor/supervision support from London Borough of Redbridge and also being provided to Whitefield and the team. The contract is currently being monitored and the delivery of it as this only restarted in September and this will require a follow up and we would need to review this.</i></p> <ul style="list-style-type: none">• When is the panel for secondary school placements which decides where people are going for secondary phase transfers. <p><i>EG states that there is not a date year but there is a presumption that it could be in December.</i></p> <ul style="list-style-type: none">• Lime academy have sent out letter inviting parents “open evening for parents of students transitioning in September 2022. Therefore, it wants to be understood if the people that have received the letter have a place at the school as the letter suggest that they have. It was thought that the panel was not until December. <p><i>JM states that the phase transfer process has not been completed therefore it is unsure why the school would send out this information when we remain in the middle of the process.</i></p> <p><i>CP states that maybe it is for the parents that have had consultation.</i></p> <p><i>KG states that the letter suggest that you have a place and if this is not the case then it is very cruel. Especially since attending opening evenings at</i></p>



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	<p><i>Brookfield House and William Morris and the headteacher and deputy head said that there was no space a month ago so for this letter to be send no it is cruel.</i></p> <p><i>EG states if the information is sent to me I can investigate as I am having conversations with the limes and a month ago they should have not said they do not have capacity because as of today they are undersubscribed.</i></p> <ul style="list-style-type: none">• A post 16 base “we are exploring the possibly of creating a post-16 base on the site of one of the maintained 11-16 secondary school to support young people with autism” – what is the update on this provision. <p><i>EG states we are identifying that secondary ASD is increasing need in the borough and we are aware that our capacity to accommodate that is limited therefore there has been conversation within the provision pathway about where this could be realised. No final decision has been made. We are exploring where it would be best suited to create either an attachment to a mainstream school as a resource provision or under the AP umbrella. There will be some conversation about it in the head forum in December. We are keen to realise something for ASD secondary.</i></p> <ul style="list-style-type: none">• Covid 19 – Close contact letters. If a parent has had a close contact letter but the child will not do a test, what should be done? As if the child is kept of for ten days will be classed as an unauthorised absence. <p><i>EG states that Joe McDonnell is the best person to refer this to therefore send it to him.</i></p> <ul style="list-style-type: none">• what is the criteria for housing to award medical points for housing applications, as someone was not aware any despite sending their child's diagnosis and letters from the OT and other information. It is though that the threshold is too high and the housing policy does not state the criteria. Another client said they have sent three housing medical points application and still cannot get anything for four people in one



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	<p>bedroom despite having a 12 year old autistic child.</p> <p><i>Cllr AS in regards to the specific case if they email me for that to be address. In regards to the wider matter I can seek that it is made sure that ASD is looked at as part of the requirements.</i></p> <ul style="list-style-type: none">• The information on local offer is not great in regards to short breaks and direct payments and is impossible to establish what to do based on the information that is available. <p><i>EG it is good that people are looking and the local offer and providing us with feedback. The direct payment is led by EO and this will be presented again at the forum.</i></p> <p><i>JM said that there was a meeting held with Amajit the short breaks is being work on as part of the local offer updates, this is the points that will be address. There will be a list of providers with contact details who we commission. This will be link to other LA pages where the mainstream activities and clubs are available and are aiming for comprehensive information about what is available in borough. There should be a final draft but next week in which I will then meet with David to review this.</i></p> <p><i>EG we are really making great progress and the digital team are doing their bit as well. There is confidence in the local offer and is closer to what we desire and be understood.</i></p> <ul style="list-style-type: none">• CP states that the issue is despite writing all the information for the local offer it has not be put up on the website and the IT make the decision of what they want to put up there. It is only links that are being provided and not the information that has been written and heading are being changes which does not provide the consumers with clarity of what they are looking for. <p><i>JM states that it was explained that some of the thing needed to happen the way that they did. I will aim to work with the copywriters directly so that things do not get lost in translation. If the information that is being provided if we do not own the process or policy we only have the right to put a paragraph in our own words and link it to the owner of the process.</i></p>



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	<p>localoffer@walthamforest.gov – if there are suggestion for local offer they can be sent here.</p> <p><i>JM met with David and explained that a lot of work has gone into LO and what can/cannot be changed. Therefore, they need to publish what has been sent and copyright it.</i></p> <ul style="list-style-type: none"> SA said that they what the did to the EHCP appalling, they do not know what they are talking it about so it best they leave it alone. <p><i>JM explains that she looked at the EHC section and informed them that the wording has to be accurate and that it has already be summarised and it is very long and complication process. we had a list of our school resources and what they are for which was taken out and we wanted it. therefore, they need to publish was it given them and then we can decide what works for the context.</i></p> <ul style="list-style-type: none"> CP states that the education part had a lot of missing information in which the was no information about schools or resources provisions. There is not anything that bring u the resource provision on the main page and they seem to be deciding what is special needs and what is not. They cannot just minimise the information to a few links. 									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%;">Action By</th> <th style="width: 10%;">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 954 185 1034"> <ul style="list-style-type: none"> EG to obtain a provision map from RAJU </td> <td data-bbox="185 954 409 1034">EG</td> <td data-bbox="409 954 2134 1034">Dec 21</td> </tr> <tr> <td data-bbox="76 1034 185 1114"> <ul style="list-style-type: none"> Send a copy of letter from Limes Academy to EG so that she can address with Chinwe </td> <td data-bbox="185 1034 409 1114">EG</td> <td data-bbox="409 1034 2134 1114">Dec 21</td> </tr> </tbody> </table>		Action By	Due Date	<ul style="list-style-type: none"> EG to obtain a provision map from RAJU 	EG	Dec 21	<ul style="list-style-type: none"> Send a copy of letter from Limes Academy to EG so that she can address with Chinwe 	EG	Dec 21
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4	<p>Local Area</p> <ul style="list-style-type: none"> EG states that we have done our second quarter update which has been shared. Every section has been updated as partnership and it knowing where we are at and tracking what is happening in the Local area for every partnership’s agenda. 									



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	<ul style="list-style-type: none">• The document will be updated quarterly and is important that coproduction is working with the local area plan.• The next update will be in February 2022 and June will be the annual final review.
5	Recommissioning Updates <ul style="list-style-type: none">• The Autism Strategy has now been through design and was signed off last week.• Recruitment for a Project Manager who will lead on the delivery of the Autism Strategy as well as leading on LDA employment more widely. These two projects will be linked so is useful to have the one person doing both. The advert will be (is) external from 19th November 2021. https://ats-walthamforest.jgp.co.uk/vacancies/173207?ga_client_id=2872cc50-aa67-43b5-b0b4-4b775b4f7747&type=lis• The new SENDIASS provision which will be run by Centre 404 will start from mid-January. They have been given parent forum contact details so will be in touch to arrange introduction over the next couple of months as well as meeting many other partners.
6	Leyton Green Offer <p>To be discussed at the next forum on 14th December 2021.</p>
7	Covid-19 Vaccinations <p>To be discussed at the next forum on 14th December 2021.</p>
8	AOB



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No	Agenda Item
	<p data-bbox="197 400 387 427">Short Breaks</p> <ul data-bbox="248 456 2123 831" style="list-style-type: none"><li data-bbox="248 456 2123 491">• JM states following the consultation the document that the parents have ignored this and the only comment that was received was from KG.<li data-bbox="248 512 2123 547">• It became apparent that parents are eager to discuss the short break service rather than the document.<li data-bbox="248 568 2123 679">• The professional feedback about the statement has been taken on. We have met with Eve, the SEND improvement board and said there is a bit of early years missing and for under five. There is paragraph from Eve in regards to free early childcare and the offer available to under five that should be considered before short breaks are on offer, this will be added to the statement.<li data-bbox="248 700 2123 775">• The document and its content is ready and there will be a review document and in two years' time we will review it to see if the document is fit for purpose and what is changing within the service.<li data-bbox="248 796 2123 831">• Expected for presentation in December.