

**Notes from  
Cambridgeshire Partners in Commissioning Group (SEND)  
4 November 2014  
Carer's Trust, St Ives**

**Present:**

Lenja Bell, pinpoint (Chair)  
Jeannie Ambrose, pinpoint  
Fay Dutton, pinpoint and Cambridge Dyslexia Association  
Jane Ryder-Richardson, SEND Strategy and Commissioning, Cambs County Council  
Laura Hutson, Commissioning Development Officer, Cambs County Council  
Bianca Cotterill, parent (children with complex needs)  
Rita Nunes, Healthwatch

**Apologies:** Mary Whitehand, Caroline Goodall, Bob Wilson, Jon Soros, Eva Alexandratou, Richard Holland, Jo Sollars, Anne Marie Superville.

**1. Welcome and introductions**

Lenja welcomed everyone to the meeting and introductions were made.

**2. Minutes from last meeting and matters arising**

Minutes and actions from the last meeting on 2 April 2014 were agreed. Updates on actions from 2 April meeting were:

Action Point 1: *Liz to arrange a meeting with Richard to discuss childcare sufficiency.* This is still outstanding and needs to be carried forward. **Action Point 1**

Action Point 2: *Jane to initiate a dialogue between further education establishments and parents of children with complex needs. Pinpoint and Parent Partnership Service to collect and feed in parents views.* This needs to be explored further, in particular special schools working with colleges. This should be brokered by the local authority. Next meeting should have a post 16 focus and we should invite Judith Davies to attend. **Action Point 2.**

Action Point 3: complete - *Claire Bailey and Liz to look into the service gaps for children with additional needs but not learning difficulties.*

Action Point 4: partially complete - *Liz to email parents asking for feedback on the impact of budget and service cuts, and whether any parents would like to be involved in the decisions leading to budget savings.* **Action Point 3.**

**3. Updates**

**Pinpoint staffing**

Lenja Bell is the new pinpoint Chief Executive Officer starting 1 November 2014. There are also two new roles of Participation Co-coordinator with Eve Redgrave starting 1 December 2014 and Jackie King starting 1 January 2015. Interviews are being held for the post of Communications Officer and the newest team member will be announced soon. This will mean that the all positions will be filled and ready for the pinpoint conference on 30 January 2014.

## Network Meetings

Lenja shared the feedback from the network meetings and the points below were discussed.

June 2014 Network Meetings – Bullying:

- The bullying report produced from the June network meetings and has been presented to the SEND Project Board and Emotional Health and Well-being Board.
- pinpoint feels very strongly that a bullying champion is required and that issues need to be addressed and fed back to parents. Anti-bullying week is from the 17-21 November and this would be an ideal time to flag up any issues raised and raise awareness around bullying.
- Jane said that a social and emotional well-being and mental health pathway is being developed which will pick up on bullying. Jane suggested contacting Adrian Loades regarding feedback on bullying from parents and how it should be used. **Action Point 4**
- Faye suggested that parents could list 'stop bullying' as an outcome on their child's EHC plan.
- Laura suggested circulating the network report to Head Teachers and Schools.
- The Anti-bullying SEND Information Hub could be a useful tool and Lenja will circulate the link. **Action point 5.**

October 2014 Network Meetings – Activities:

- The network meetings during October were based on activities for families and children. 32 parents attended these meetings. Many groups were identified as working well and parents also highlighted groups and activities that had not worked so well for their families. Bianca said that in the report some facilities (e.g. a swimming pool) had been named as being unhelpful and unaccommodating. Bianca had experience of using one of these facilities on a regular basis and had found them extremely helpful and accommodating for herself and her daughter. It was agreed that the report should be changed to show that the views expressed were on an individual basis and not an overall review of a facility. **Action point 6**
- Bianca also said that Camplay usually asks for parent feedback after a session and had good two-way communication with parents.
- Parents at the meetings said they are keen to access special schools as a community resource. This specialist equipment at these schools is helpful and parents would like it to be more available out of school hours. We agreed that pinpoint could give a talk about this at a special school heads meetings. Jane has future dates. It would be good to include Simon Bainbridge from Highfields who is very proactive around this. **Action point 7**

## Wheelchair Action Group

pinpoint circulated a survey to parents and had 37 respondents. 80% said that they were dissatisfied with the service. Provide, the wheelchair service provider, is introducing a new leaflet as parents felt that they needed more information. pinpoint are also producing a booklet to assist parents.

### **Contenance Action Group**

It has been recognised by commissioners that the children's continence service needs to be separate from the adult service. A pathway is being developed and reviewed by parents. A survey is also being produced to collect parents' views.

### **Rating System**

Lenja informed the meeting of the Tripadvisor style system for short break provision. This has been set up by the pinpoint communications team and is with Richard Holland at the moment.

### **4. Co-production**

Fay suggested that a strategy is needed on how co-production can be moved forward and be made successful. The National Network of Parent Carer Forums are promoting co-production and are looking to write a paper. Fay and Bob are also currently working on a paper.

Jane said she could link personalisation and co-production into the draft SEND strategy.

### **5. Feedback from participants**

#### **SEND Strategy**

Jane said the draft SEND Strategy will go to Council in January for approval. It is currently being shared with schools and partners. The initial discussion paper was reviewed by the SEND Focus Group of parents which fed into the strategy. Jane would like parent feedback on the strategy but agreed that it was too long to distribute widely and expect feedback.

Fay and Jane to look creating a simple survey for collecting parents' views on the SEND Strategy. Survey to be shared with Focus Group for comment. **Action point 6.**

#### **Independent Supporters**

Memorandum of understanding to be signed by pinpoint and SENDIASS (PPS).

#### **Topics for future meetings**

February – Further Education / SEND Strategy

#### **Date of next meetings**

The next meetings will be held in February and June, dates to be confirmed.

#### **Any other business**

Nothing to report

#### **Action Points carried forward**

The following actions were agreed during the meeting:

**AP1** - Lenja to arrange a meeting with Richard to discuss childcare sufficiency.

**AP2** – Invite Judith Davies to the next meeting to discuss post 16 arrangements including communication between special schools and colleges.

**AP3** – Parents were asked for feedback on the impact of budget and service cuts, and whether any parents would like to be involved in the decisions leading to budget savings. Laura to check the outcome of this.

**AP4** – Lenja to contact Adrian Loades regarding parent feedback on bullying and how it should be shared and acted upon.

**AP5** – Lenja to circulate Anti-bullying SEND Information Hub link.

**AP6** – Lenja to amend the October Network Meeting report to state that some comments are based on individual experiences.

**AP7** – Lenja to arrange to attend a special school heads meeting to discuss using school facilities out of hours and to contact Simon Bainbridge.

**AP8** – Fay and Jane to look creating a simple survey for collecting parents' views on the SEND Strategy.