



Waltham Forest Parent SEND Meeting Agenda, Minutes and Action Plan

Meeting Date and Time: **Friday 21st January 2022 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:	Primary Transfer	5 minutes	CM
Agenda Item 4:	Phase Transfer Update	5 minutes	JH
Agenda Item 5:	New SENDIASS Provider	5 minutes	CA
Agenda Item 6:	Recommissioning Updates	5 minutes	KB/KD
Agenda Item 7:	NEL Key Worker Bid	5 minutes	KB
Agenda Item 8:	Covid-19 Vaccinations	5 minutes	KB
Agenda Item 9:	Coproduction Updates and Parental Feedback	15 minutes	CP
Agenda Item 10:	Short Breaks/Local Offer	10 minutes	JM
Agenda Item 11:	AOB	5 minutes	All

Next Meeting Date and Time: **Friday 18th February 2022 10:30am-11:45am**
Action Plan: **Page 4**



Minutes:

Page 6

Attendees for Friday 16 th July 2021		
Name	Initials	Agency/Job Title
Joanna Mahadoo (Chair)	JM	Service Manager, LBWF
Adedayo Abioye	AA	Customer Service and Business Support Officer, LBWF
Emma Dales	ED	Customer Service and Business Support Officer, LBWF (Observing)
Cllr Alistair Strathern	Cllr AS	Councillor, LBWF
Chinwe Moneke	CM	SEND Team Manager
Lynn McBride	LM	NELFT
Kate Delaney	KD	Commissioning Lead, LBWF
Katy Briggs	KB	Head of Integrated Commissioning
Janice Heath	JH	SEND Team Manager
Korina Gerolazou	KG	Parent Forum
Sarah Ahmet	SA	Parent Forum
Asta Simkuniene	AS	Parent Forum
Carol Prideaux	CP	Parents Forum
Chali Mulenga	CM	Parents Forum



Apologies		
Name	Initials	Agency/Job Title
Vikki Monk-Meyer	VMM	NELFT
Eva Gunkova	EG	Chair, Assistant Director SEND, LBWF
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. On agenda for SEND Strategic Board				
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+ parent forum to update the co-production agreement post training delivery (by Dec)	CP	Feb 22	In progress	Parent to start thinking how we revise the new agreement. Co-production training finished
	Seek why Autism and ADHD are not part of the housing points system.	Cllr AS	Jan 22	Completed	conversation had been had and this requires feedback to what can happen.
	Chinwe to be invited to January 2022 meeting to discuss primary transfers.	AA	Jan 22	Completed	



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	CP to provide VMM/LMB/EG names of officer who are putting the SALT in the wrong section of EHCP. EG to raise within the service	CP	Jan 22	Completed	
	Explore short-break commission cycle	JM/KB	Feb 22	In progress	
	to update the location of where the new SENDIASS will be within the community	KB	Feb 22	*NEW ACTION*	
	Details to be sent to JM in regards to repayment of DPs so that this could be addressed wit Terry or ASC.	CP	Feb 22		
	Information in regards to testing children with sensory difficult and if they can opt to self-isolate.	KB	Jan 22	Completed	KB to update CP in regards to JMD response.
Primary Transfer	CP to send information to CM/JH in regards to those who are informing parents that they are not allowed to see draft plans before they are finalised.	CP	Feb 22	*NEW ACTION*	
Phase Transfer	JH to escalate the matter of outstanding reviews in particular school settings to Eva and Cllr Strathern to formally assist in the process	JH	Feb 22	*NEW ACTION*	
Short Breaks	Send information to JM in regards to the Leyton Orient youth Zone so that it can be updated as a current	CP	Feb 22	*NEW ACTION*	



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	opportunity.				



Minutes for Friday 19th November 2021

No	Agenda Item
1	<p>Welcome, Introductions and Apologies</p> <ul style="list-style-type: none">Minutes of Friday 17th December 2021.
2	<p>Review Action Plan</p> <p>Cllr Strathern's Update</p> <p>The Council does assess applications which include children with autism and ADHD. If a child has any one of these health conditions, a medical form has to be completed online with supporting evidence and this information is assessed. www.walthamforest.gov.uk/housing/find-home/council-housing/how-update-your- details. The assessment is based on how the current housing situation is having an impact on any medical issue.</p> <p>It might be useful to have the details of the specific case you are referring to as the applicant could then be given appropriate guidance on requesting a review of a medical decision if appropriate.</p> <p>If the parent would like further information regarding the Council's New Allocations Policy or details of the five rehousing priority bands and any eligibility criteria, I have included the document with this response for your information and which they may find useful to check themselves for their priority.</p> <p>Anyone, who experiences difficulty in that matter should be directed to contact Cllr Strathern directly</p>
3	<p>Primary Transfer</p> <p>Primary to Secondary Transfers</p>



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">• A panel was held on 14th December in which now officer are at the stage of finalise what they have and chasing last minute response to consultations.• For September 2022 academic year there are 166 primary school children transitioning to secondary school and there are 58 nursery children transitioning to primary school.• there are 92 primary school children have been offered their first preference. 28 children have received their second preference.• 16 cases have been deferred in the sense that a decision has not been draw for various reason such as because the school parents wanted have been consulted and their evidence to the response that some could not be made or based on the moderation panel that was held it was felt that the needs of the child that was specified on the plan are special school children or are not mainstream school children or are not resource provision or for a particular reason a decision was not met on the panel day therefore have to go back to parents to inform them and consultant further schools.• There are two or three cases where it has been proposed to the parents the school that the child should be going to. schools were suggested the parents were happy with it in which the school where then consulted and they agreed, this is not classified as parental preference because we could not give their preferred school.• There are two where parents gave a third preference and we have consulted and named two.• 3 case where parents only provided one preference. <p>Nursery to Primary Transfer</p> <ul style="list-style-type: none">• There were 58 cases.



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">• 35 cases got their first preference, three case got their second preference and five got their third preference.• There are also 11 deferred case and 5/35 was cases were parents just provided one school. <p>Moderation panel.</p> <ul style="list-style-type: none">• Commenced last year because senior management has been informed by senior management of some of the special school that there is handful of children that should not be special school children and should instead be in mainstream school but because parents have posed special school we have consulted and selected a school. These children are taking a place in special school when their needs could be met in mainstream school, this was the information that was provided.• The moderation panel was implemented during the phase transfer to ensure that it is not parents saying that they want their child to attend a special school but the local authority being certain that the needs of the child is specified on the plan are actually can only be met in a special school.• It is known that there is a demand for special schools and resource provision therefore needed to have a means to who gets the space rather than just parental preference.• The moderation panel consider of senior Education Psychologist, SEND tribunal officer, Team Managers and DCO to assess the plan, in which this would have been amended by the SEND officer prior to the panel. This will help assess whether the parental assessment aligns with the need of the child.• The number of cases in with the panel had to disagree with the parents was not much in which there four case within the secondary phase transition out of the 166 children in where is was felt that the children's needs were better met within a mainstream school and there are reasonable adjustment that can be made.• The only resource provision that was moderated was the Autistic one, Chingford Foundation and Fredrick Bremmer.



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">• There were three cases where parents choose mainstream school however it was clear that child was not a mainstream child and instead a special school was required. Therefore, conversation was held with the parents in regards to this.• There was three where parent chose a resource provision however looking at the needs of the child through the annual review it was felt that the child need can be meet in mainstream school• There were three cases where parents had choose independent school out of borough school. there was a consultant and informed the parents that we would be also consulting out in borough special schools.• It has been found that a lot of children within primary transitions are still going through assessments therefore there are some that have not been concluded and where they will go.• The statutory deadline is 15th February 2022.• Any child with the transition cohort that gets a plan between 15th February until 2022 we have to ensure that we are consulting with the parents and school rather the children attending a mainstream school through admission having had a plan in the summer creating challenges.• CP, the issues that have been experience are in relation to secondary phase transfer which is that some parents after the plan has been amended and there is draft were not allowed to see the draft. Some parents have been informed that they cannot see the draft until the school is name on 15th February 2022 despite asking to see this. The draft has been sent the school however parents are being told that they will not be able to see it.• It has never been a policy within London Borough of Waltham Forest not to share proposed amended plan with parent as by law you have to and they have to respond to it as part of the annal review.• CP, there is different information being passed on as it has been said that children did not get their places in which meetings are being held



Minutes for Friday 19th November 2021

No	Agenda Item
	<p>and consultations are occurring. Parents are not being informed the correct information and there is lack of transparency of what is going on and what the processes are and if you did not get your first choice, then what has happened. There needs to be written guidance in regards to what the process are what happens and how decision are made in regards to how place are allocated.</p> <ul style="list-style-type: none">• CM we base our decision is clear and there is statutory process with is the consultation and we know the number of commissioned place for our resource provision. We know the number of children leaving each provision which can therefore be replaced. Decision are based on the need of the child on the plan and the response from the school. each school will know the number of place that they have therefore they will not offer more and in most of the cases that they have declined to the resource provision they made a recommendation.• KG, parents are frustrated that some of the EHCP that are being consulted on in regards to secondary transfers have not been updated in four or more year therefore you are looking at a profile of a child from KS1 that is no longer applicable and would make it impossible to make a reliable answer, where the setting is right for the child. How can you decide how a child should be transfer to an institution without latest and adequate information of their needs.• CM how children are selected for a school is dependent on an EHCP and annual review in addition to the response from the school. the others that may not get in because of commissioning or capacity we consider having a conversation the next provision if they have the space. If they do not have spaces then it becomes a space where there is consideration for spot purchasing as long as the school is in agreement to have addition beyond their commission number if the local authority is prepared to spot purchase.• JM, what is the consideration for agreeing priority and what is the additional criteria that the service would be considering when choosing the children when offering a place to and what is the consideration for another placement apart from the EHCP. Could we consider a process similar to the admissions criteria ie when a sibling attends the school?• CM in spreadsheet there is a column for distance from home to school.• KG the problem with that process is that children with EHCP by law there are only two criteria where a school can refuse admission and



Minutes for Friday 19th November 2021

No	Agenda Item
	<p>neither involve distance. It is about if their need can be met and if the child is detrimental to the education of the other children.</p> <ul style="list-style-type: none"> • KG, how many of the parents know their current status and it has been said that we will find out by 15th February 2022 and by law that is the latest possible date. • CM we cannot inform parents yet as the allocation process has not yet been complete. 15th February 2022 is the last day but we plan to notify the parents prior to this so that they can come back with any concern that they have. The parents that have been informed are those that schools have said that they cannot meet their need.

Action By **Due Date**

CP to send information to CM/JH in regards to those who are informing parents that they are not allowed to see draft plan.

CP Feb 22.

4 Phase Transfer Post 16/19

- there are school that have held as requested annual reviews although they are not quickest however they are being chased to send paperwork back therefore plans can be amended and consultation can go out.
- There is a higher amount of schools that have not held annua review for leavers.
- the school that have had annual reviews we are managing and the school that have not had annual review it is difficult to make consultation when there is no clarity.
- Even if the post-16 officer does not attend the annual review there is still a place on the annual review paperwork to record options and the type of course that they want to enrol onto so that consultations can be made.



Minutes for Friday 19th November 2021

No	Agenda Item		
	<ul style="list-style-type: none"> The school are told are told in September that these specific people leaver have to have an annual review with the term. CP the consequence for the young people if they do not have anywhere to go to at the start of the academic year. The issue sometimes is that there is no inclination on the schools' part to rush as sometimes the consultation will depend on GCSE result so there is an element hat we know will not be staying in school these are the one where the annual review happen regularly as they know they will go onto college therefore need the college placement as soon as possible. There are ones that would be staying on at the sixth form therefore it is a continuation of consult. JM we are failing the children during a very important transition. 		
		ACTION BY	ACTION DUE
	JH to escalations the matter of outstanding reviews to Eva and Cllr Strathern to formally assist in the process	JH	Feb 22
5	<p>New SENDIASS Provider</p> <ul style="list-style-type: none"> To be discussed in February 2022. 		
6	<p>Recommissioning Updates</p> <ul style="list-style-type: none"> KD, in regards to Autism in school project NHS England they have informed partnership organisation with be the Autism Educational Trust. There will be a briefing on 2nd February 2022. Autism Project Manager will be commencing on 31st January 2022 and she will become part of this forum. There will be an autism charted 		



Minutes for Friday 19th November 2021

No	Agenda Item
	<p>workshop which will be held on 11th February 2022, this will be the first meeting and workshop. This will be able what it is expected of the Chartered to focus on and what the general like would be and would have some tips how to be autism friendly.</p> <ul style="list-style-type: none"><li data-bbox="277 496 1559 528">• The Autism in education review will be done and they will be working to resign the specification.<li data-bbox="277 552 2114 699">• In regards to SEND transport it will commence where it finished and there was progress before as there was consultation with professionals, parents, young people and the market. The market will be approached again just in case things have changed for them and continue to work on the pack with the aim to go to procurement in the summer. Looking to keep the same model that was purposed which is pay per seat to give the best value for money whilst making sustainable model for providers.<li data-bbox="277 722 2018 754">• Continuing to progress with SEC 75 around OT and SALT. Work is being done in terms of what this will look like from 1st July 2022.<li data-bbox="277 778 1890 810">• SEND outreach services Whitefield's there will be another parents meeting which a provisional date is 3rd February 2022.<li data-bbox="277 834 2074 866">• Contact management and monitor meeting will be held on 28th January 2022, which there are two parental representative on the board.<li data-bbox="277 890 2101 1005">• We spoke to Barking they do not met in the school and they met outside the school as they are not allowed to go into the school and they had a lot of concern from parents around although they were groups they felt safer and secure they were not going to leave their child if they did not feel able to so it was going further than their original pick up point.<li data-bbox="277 1029 2114 1176">• JM, cluster pick up points have been on the agenda for a long time, we wanted to ask parents about these though a consultation. We've had feedback in relation to current pick up points that they are too far from home , convenient and they are place in residential road where access was not good for the bus and not shelter for bad weather. The cluster point would mean that pick up would move further away from home which would be a challenge for some of the parents.<li data-bbox="277 1200 2002 1276">• KB we have received confirmation of additional funding for SALT and OT. There was approval for business case that we put in for additional funding, additional commission options are being explored as not all fund that were asked for were provided.



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">• Funding for children looked after health team which we needed funding for and health input into the MASH service.• LMB reducing the waiting team for therapy service whilst we have the funding we have agreed what the priority post are with SALT and OT and addressing the waiting time.• As we are looking at a SEC 75 and having an integrated health local authority OT service this means that we will be able to create a clinical lead role for the team and provide the clinically operation leadership. Therefore, would be able to look at the career developments.• we have identified an OT which will create an additional three clinical role. SALT will bring in five and a bit of admin and assistance support.• Recruitment to therapist post is very challenging and everyone is competing and we do not have a temporary overseas workforce. <p>SACC PATHWAY</p> <ul style="list-style-type: none">• In January 2021 the waiting time was 22 months however it has reduced for children who are being booked in January have been waiting since august 2021, which means the waiting time has reduced significantly.• There are a number of initiative happening between January and March in terms of commission an external provider to do offer the 40 assessment. The in house team are putting on additional assessment to provide additional 24. We are looking to do an additional 64 assessment between January and March in addition to business as usual. There are averagely 22 diagnostic appointment on a monthly basis therefore the average waiting time to be reduced to six to seven months.
7	<p>NEL Key Worker Bid</p> <ul style="list-style-type: none">• Children and young people with LD and/or Autism with MH needs and/or behavioural challenges. This about preventing children and young children with autism entering tier four MH units and prevent them for entering 52 weeks residential educational placement due to their behaviour therefore trying to keep young people with the community where we can.



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">• NHS England have a LD and autism programme that sit behind the work that CCG do and there are various area that we work on and have responsibility for.• New initiative which was piloted in 2019 a few areas around key for additional resource to support young people who are on the dynamic support register who are increase risk of entering tier four or educational placement.• The key worker can be flexible although NHS England are stringent criteria they feel has to be met in terms of what they think the Key Worker role is which will differ from what local areas feel the key worker should do. NHS England see as coordinator role someone who brings together different team, service and professionals working with the young person to enable the joint working and co-ordination to prevent the person going into tier four.• What we are missing is someone to work directly with families to support them with implementing how to behaviour management technique or intervention recommended by CAMHS.• We have a deadline for the end of January and this is high level and where would the key worker sit, what they will do and how many do we want. We are not allowed to put any clinically support into the bid which is disappointing as commissioner feel as though this would be useful. However, we rare looking to see if we can put training into the bid for either parents or young people.• We were working on the basis that we had an allocation amount of money however this has been revised which is now significantly less therefore we have informed NHS England that we cannot met their deadline due to this change.
8	<p>Covid-19 Vaccinations</p> <ul style="list-style-type: none">• We are Drafting letter to send out to SEND parents in regards to the vaccination around for children and young people.• We are focusing on CEV group as the cohort is low.



Minutes for Friday 19th November 2021

No	Agenda Item
	<ul style="list-style-type: none">We will send the letter through the SEND service however will check with CP that people are in receipt of the letter and information.
9	<p>Coproduction Updates and Parental Feedback</p> <ul style="list-style-type: none">Coproduction there is no one as yet however there will be a meeting with Public Health to work out how to take the coproduction forward. <p>Compliments</p> <ul style="list-style-type: none">OT TeamMatt Wright (SEND Officer)Liz Cuthbertson (SEND Officer)Chingford FoundationHeathcote High SchoolLangthorne Dentist Service <p>Complaints</p> <ul style="list-style-type: none">There was a concern that the transfer of service to the new SENDIASS would cause issues and temporary loss of service. there was also an issue of where they were based also. <p><i>KB, it should not cause any issue and if people are to experience issues please inform us. There should have been a smooth transfer of</i></p>



Minutes for Friday 19th November 2021

No	Agenda Item
	<p><i>information.</i> Due to Covid the new SENDIASS do not have a space within the borough however will be operating within the community setting such as children and family centres.</p> <ul style="list-style-type: none">• The lack of education for parents' information training for parents around ADHD, such as executive function, emotional regulation and OT tips. <p>LMB, we are looking at how we bring OT and SALT support into the diagnostic pathway with CAMHS, therefore there is recruitment to these post which would help. This will be limited resource and this can be discussed with the CAMHS teams.</p> <ul style="list-style-type: none">• Local offer is still not there.• ASC transfer and the process.• There are people who have payments but no information about how the payment is and what the payment is for and then they are being informed that they have to pay backdated Raze payments but have not been given information about how they would do that as the assumption was that it could come off of their funding.• In regards to ASC why did public health make the decision that daycentres had to close for two weeks and have only just opened despite other local authority who use the same service but London Borough of Newham and Redbridge have allowed young people to attend the service.. <p><i>KB, the DPH in London Borough of Waltham Forest made the recommendation to pause the opportunities for two weeks after Christmas and NY due to the significant increase of case numbers within the borough and difficulties in access lateral flow test. The recommendation was for London Borough of Waltham Forest of residence as that is who he has responsibility for and different provide work on that depending on what worked for them, as for some provider that meant staying open for residents of other boroughs and some closed completely. It was made clear that if providers or professional working with people who attended the day services if there were concern around being more high risk for the person not</i></p>



Minutes for Friday 19th November 2021

No	Agenda Item						
	<p><i>to attend their usual service then risk assessment were completed and those people who be able to attend their usual service as would be better for the person to attend. The DPH review his recommendation on 13th January 2022 in which it changed based on the data that was available.</i></p> <ul style="list-style-type: none"> • short breaks, lack of providers, opening times that suit parents, what is the plan to develop more services and what is happening to the review. • Getting funding back for the equipment offer back as a parent sent the invoice three weeks ago and has not got a response back and when will they get paid back. <p><i>JM, Amarjit has reported that she has received little request for refunds of equipment and we have processed anything and there is no backlog of payment.</i></p> <ul style="list-style-type: none"> • The feel good centre have open a trampoline session however the timing was 08:30 on a Saturday and Tuesday at 17:30. There was an issue with the Tuesday session as it was free therefore it was full however this was an error and has seen be corrected. It is £8.45 per person and the number are significantly less. Is there anything that can be done in relation to the cost of this? 						
	<table border="1"> <thead> <tr> <th data-bbox="1733 935 1942 1031">ACTION BY</th> <th data-bbox="1942 935 2148 1031">ACTION DUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1031 1733 1114">to update the location of where the new SENDIASS will be within the community</td> <td data-bbox="1733 1031 2148 1114">KB Feb 22</td> </tr> <tr> <td data-bbox="76 1114 1733 1190">Details to be sent to JM in regards to repayment of DPs so that this could be addressed wit Terry or ASC.</td> <td data-bbox="1733 1114 2148 1190">CP Feb 22</td> </tr> </tbody> </table>	ACTION BY	ACTION DUE	to update the location of where the new SENDIASS will be within the community	KB Feb 22	Details to be sent to JM in regards to repayment of DPs so that this could be addressed wit Terry or ASC.	CP Feb 22
ACTION BY	ACTION DUE						
to update the location of where the new SENDIASS will be within the community	KB Feb 22						
Details to be sent to JM in regards to repayment of DPs so that this could be addressed wit Terry or ASC.	CP Feb 22						



Minutes for Friday 19th November 2021

No	Agenda Item
10	<p>Short Breaks</p> <ul style="list-style-type: none">• Short breaks review is being place back on the agenda in which there has been a delay due to Maddie (Assistance with travel) leaving her post therefore travel needs more input. The new person replacing Maddie will start on 21st February.• We are aware that the offer for short breaks is limited.• We are looking at a strategy to develop how we commission short breaks and what we can do to encourage services to widen the offer or bring in new providers. Also, those that are across the borough with London Borough of Redbridge, Hackney and Enfield.• Looking at where families receive short breaks through direct payments as part of the review which will be commencing soon and parents will be informed what they can us this for and encouraging parents to use it for swimming, ping pong or theme park days as this is what is occurring across other LA.• We want to hear from parents what they would use the short break hours or the direct payments for and response with an offer that will met that need.• CP, Leyton Orient are setting up a youth zone in which they want to establish if there is a need. This will be piloted for six week which during this time it will be free. If they charge a fee this will then restrict who will be able to attend depending on the cost. At the moment it is 11 – 18 and there will be consideration to expand to 25.• Short break review will recommenced and sessions will be booked for a year in advance so we know that we are committed.• First thing we want to look at is eligibility criteria for the service and allocation bracket. <p>Local offer</p>



Minutes for Friday 19th November 2021

No	Agenda Item				
	<ul style="list-style-type: none"> • Has been published but it is no what we have asked for or what we have worked on. • There has been contact wit David however await a response. • EG agree that we are at the point of considering escalation as there has been huge time and effort put into this and work that has been done. We did want to see a publish offer as we agree so that pick up the gaps and things that are missing so that we can update it however this has not happened. 				
	<table border="1"> <thead> <tr> <th data-bbox="1733 646 1960 742">ACTION BY</th> <th data-bbox="1960 646 2134 742">ACTION DUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1733 742 1960 818">CP</td> <td data-bbox="1960 742 2134 818">Feb 2022</td> </tr> </tbody> </table>	ACTION BY	ACTION DUE	CP	Feb 2022
ACTION BY	ACTION DUE				
CP	Feb 2022				
11	AOB				