



**MINUTES OF NORFOLK SEND PARTNERSHIP  
STEERING GROUP MEETING  
Tuesday 2<sup>nd</sup> December 2014  
Professional Development Unit, Woodside Road, Norwich**

<b>Steering Group</b>	<b>Title &amp; Organization</b>	<b>Attended</b>
Michael Bateman	Interim Head of SEN & Project Sponsor Children & Families Act (SEND Reforms)	√
Jenny Parsonage	Indigo Dyslexia Centre	√
Gill Hiles	Specialist SEN Commissioner (Professional Adviser SEN)	√
Karen Stitt (Vice Chair)	Independent SEND Supporter	<b>Apologies</b>
Rebekah Muttitt	The Bethel (Mary Chapman House)	<b>Apologies</b>
Anne Ebbage	Co-ordinator, Autism Anglia	√
Jason Myhill Chair	Parent	√
Claire Jones	Local Offer Development Officer (SEN)	√
Belinda Crayston	Manager of Shine	√
Lucy Wayman	Headteacher, Attleborough Infant School	√
Karen Woolston	Parent	
Alison Furniss	Independent SEND Supporter	√
Linda Bradbeer	Independent SEND Supporter	√
Valerie Hennessy	Independent SEND Supporter	<b>Resigned</b>
Doreen Novak	Independent SEND Supporter	<b>Apologies</b>
Charmaine Buckland	Parent	<b>Resigned</b>
Rini Hoogkerman	Consultant Child & Adolescent Psychiatrist, The Bethel (Mary Chapman House)	
<b>Norfolk SEND Partnership</b>		
Sarah Merrick	SEND Partnership Officer	√
Janina Schiebler	SEND Partnership Officer	√
Elizabeth Fletcher	SEND Partnership Admin Assistant (Minute taker)	√

	Item	Agreed Action	By
1	<b>Introductions, Apologies and Declarations of Interest</b>	Valerie Hennessey and Charmaine Buckland have resigned from the group. Jenny Parsonage declared a conflict of interest in providing a service in competition to the NCC. Dave Winteringham has retired and Michael Bateman will cover the LA representative role on the Steering Group until end of March 2015.	
2	<b>Minutes &amp; Matters Arising</b>	Check link in place from SEND Partnership website to Indigo.  Email Local Offer link to voluntary organisations so they can register on directory.	<b>Elizabeth</b>  <b>Elizabeth &amp; Claire Jones</b>
3	<b>Quality Standards Incorporating the Business Plan – Update &amp; Progress Report</b>	<p>Jenny Parsonage asked that a footnote be added to 1.1 clarifying where voluntary sector included in this review.</p> <p>Sub-group from Steering Group to look at new leaflets – Doreen, Belinda, Jason, Anne and Linda volunteered.</p> <p>Due to resignations there are now 2 places vacant on Steering Group. Claire Jones is in consultation with young people so will see if anyone interested in joining Steering Group..</p> <p>Steering group to be involved with interview process for new manager. Members to be invited to attend.</p> <p>New Terms of Reference to be written at SEND Partnership Review in the New Year. May need to change Service Development Plan.</p> <p>Page 5, 1.4 to add mentoring and 1-1 support.</p> <p>Page 8 -1.6 Vulnerable adults. Volunteers are encouraged to phone helpline. Need to consult new neglect and practical guidance that NSCB has produced. Contact Wendy Dye.</p> <p>Page 12. 3.1 Strengthen links with CCG and Community Centre's. Use leaflets to send to young people/voluntary groups.</p> <p>3.4 Feedback from Volunteers on cases –case studies - where there are barriers etc, to be anonymous. .</p> <p>Need to improve Local Offer and say what would be useful.</p> <p>Add parents/carers to objectives to Quality Standard .</p>	<p><b>Janina/ Sarah</b></p> <p><b>Sub group</b></p> <p><b>Claire Jones</b></p> <p><b>Elizabeth</b></p> <p><b>Janina/ Sarah</b></p> <p><b>Janina/Gill Hiles</b></p> <p><b>Elizabeth</b></p> <p><b>Janina</b></p> <p><b>Claire Jones</b></p> <p><b>Elizabeth</b></p>

4	<b>Quality Standards Incorporating the Business Plan – Update &amp; Progress Report</b>	<p>4.1 Whether premises are adequate for new service and extra staff was discussed. Issue of office space to be reviewed during restructuring of department. See 2.8 Code of Practice</p> <p>5.1 Statutory Guidance for IPSs. Should monitor impartiality of advice given by IPSs. Gill willing to advise.</p> <p>5.4 Training other professionals, whether it should be free or charged, to be discussed with Michael.</p> <p>Jenny Parsonage asked for Wayne Doman’s contact details as Scope’s Independent Supporter.</p>	<p><b>Janina/ Sarah/ Michael</b></p> <p><b>Janina/ Sarah/Gill</b></p> <p><b>Janina/ Sarah/ Michael</b></p> <p><b>Elizabeth</b></p>
5	<b>AOB</b>	Need another Parent Representation on Steering Group. Jason knows a parent who is interested and has links with SENDPIASS, he will send details.	<b>Jason</b>
6	<b>Dates of next meetings</b>	Thursday 12 <sup>th</sup> March 2015 9.30am – 12.15pm at the PDC, Norwich. Change to 10th March 2015 same time and venue	