

# DERBY'S SEND LOCAL OFFER

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## Local Offer User Group Notes

Meeting Tuesday 6 December 11.30am-1.00pm

### Attendees:

Amanda Allsop, Ozma Rani, Sally Morton,  
Charlotte Dolman (CD), Dan Marson (DM).

### Actions from previous meeting on:

#### Education, Health Care assessments and plan

The minutes from the previous meeting were extensive so the group took a deep dive into the actions to confer they were right and to make any adjustments and additions.

#### By week 16: Draft EHC plan

An action had been completed to add a link to SENDIASS' document called Which school for my child where they list useful questions for parent carers. Points made were:

- Could questions be widened to include college?
- Are the right questions being asked?
- Could this become a more informal leaflet?
- Should these questions be available at Phase Transfer stage?
- Parent carers need to know their right to choose a school.
- There appears to be a lot of repetition of questions.

**ACTION: to be a topic for discussion where members decide the questions asked.**

This led to discussion about the relationships between parent carers, SENCOs and SEND Officers. Points made were:

- Could SEND Officers liaise better with SENCOs to disseminate information to parent carers?
- SENCOs are very busy and have teaching duties as well.
- SENCOs appear to understand the differences between Derby's special schools which supports parent carers to make informed decisions.
- SEND Officers currently visiting all the special schools to better understand their differences.
- Could special schools run open nights?
- Special schools don't tend to because they become overwhelmed with visitors.

What can special schools do better?

- Virtual tours, update their gallery of images, open evenings online where parent carers can ask questions or email them ahead of the evening.

**ACTION: DM to look at adding these ideas to their commission agreements.**



The group said mainstream schools needed to do the same to gain parent carer trust if they were to consider mainstream as an option. Parent carers need to feel confident. How do mainstream schools demonstrate their offer to accommodate pupils with additional needs?

### Phase Transfers

The finding a school link through to the directory should include all schools not just special schools. Could the SENCOs be listed?

**ACTION: DM to create and write additional content to include mainstream.**

What training do SEND Officers receive or have received?

- IPSEA
- NASEN
- Plan writing courses

DM is working on a formal qualification to be introduced in the new year so all officers will be a Level 4. Officers weekly also get peer to peer support hosted by DM, drop-in sessions and peer led problem solving.

### What to do if you disagree with our decision

In the overview, there needs to be a link to the [support and advice directory](#).

**ACTION: CD to add link. DONE**

There was more discussion around the Annual Review Toolkit. Points made were:

- Notice period needs to be longer than 2 weeks to give parents time to plan
- Needs to be a launch date before the actual review date.
- Maybe a month earlier to enable time to prepare.
- How behind are reviews?
- It can be 12 months before a review is finalized.

DM explained that a new system was being integrated. All the latest cases were on the new system but older ones were still on the old system. He expected this be completed in the new year.

## **Review of webpages: Personal Budgets and Short Breaks.**

Unfortunately, there was little time left of the meeting to cover new topics for review. A representative from Short Breaks was unavailable and the webpages were offline suggesting the team were working on some new content.

### **AOB**

- **ACTION: Members to ask other parents to join the group, especially those with Primary aged children.**

### **Next meeting:**

- CD to look at dates in the spring for the next meeting.
- Choosing a school placement document – how this can be developed to support better content on the Local Offer  
Carried forward - meeting to focus on **Personal Budgets** and **Short Breaks**.
  - Group members to review these sections in advance of meeting.

