

CSO&S - Action Tracker 2023/24

CSO&S - 20 June 2023		
Agenda Item	Action	Update
SEND Youth Council	<ul style="list-style-type: none"> • To invite the SEND Youth Council to attend CSO&S annually 	<ul style="list-style-type: none"> • completed
UASC Draft Strategy	<ul style="list-style-type: none"> • To circulate the Virtual School annual report to CSO&S Members • To consider organising a peer review of the UCAS Strategy in the next 12 months • To present the peer review's findings to CSO&S • The leader of the council to write to the Secretary of State and local MPs asking for an increase in the grant for UASC Care Leavers • To send meeting invitations to members so they can attend a meeting of the Virtual School governing body 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Completed • Completed
Home to School Transport	<ul style="list-style-type: none"> • An extraordinary meeting be organised in August to discuss the new policy • A written report would be submitted with information about the training for drivers and escorts 	<ul style="list-style-type: none"> • Completed • Completed
Safety Valve update	<ul style="list-style-type: none"> • To inform Schools Forum's decision in relation to the request of 1% transfer from Schools Block to HNB 	<ul style="list-style-type: none"> • Completed
Extraordinary CSO&S - 15 August 2023		
Agenda Item	Action	Update
Home to School Transport – Revised Policy	<ul style="list-style-type: none"> • To provide data relating to numbers/ ages and costs of travel transport (in particular for under 5's and post-16) • To review and make it clearer in the wording within the policy that discretionary arrangements will still be allowed. • More clarity is needed around the definition of 'nearest most suitable school', including in post-16 provision a clear reference to course(s) rather than 'level'. • To include links in the policy to the Parents Guide To School Admissions. • To clarify the difference between 'qualifying' and 'suitable' school. • To avoid ambiguity in the document. • To make it more explicit in the document that children attending schools out of the borough can be entitled to travel 	<ul style="list-style-type: none"> • These actions were addressed at the Extraordinary Executive meeting on 24 August 2023

	<p>assistance, provided they met the eligibility criteria.</p> <ul style="list-style-type: none"> • To explain what is the most suitable school for a child subject to a managed move. • To make it clearer that, following an assessment, SEND children can be given more time to prepare for new travel assessments (to be determined on a case by case basis). • In relation to Change of circumstances (page 116 of the Agenda) – to make it clear that any changes which may incur in withdrawal of travel support will be based on evidence. • To explain how the figures for post-16 travel assistance were calculated and to consider using mileage; and to make clear that these will continue to be considered on a case by case basis. • To review SEND Voices reference to the Post-16 transport and travel support to education and training – Statutory guidance for local authorities (January 2019) paragraph 29b – to ensure the wording in the policy is compliant with the legislation. To ensure that is clear that young people are able to attend the most suitable educational setting providing their chosen course. • To co-produce the travel training offer with SEND Voices and to involve young people in the development of the training programme. • To make the wording clearer in the policy with regards to parents’ right of appeal. • To review and clarify who will be considering and determining the outcome of parents’ appeals – clarification of what is meant by a ‘senior officer’. 	
CSO&S – 6 September 2023		
Agenda Item	Action	Update
Social Worker Recruitment and Retention Update	<ul style="list-style-type: none"> • Various recommendations to be forwarded to Executive • To receive a progress report on the recommendations in 12 months 	<ul style="list-style-type: none"> • Ongoing • Completed – added to forward programme
KPI’s	<ul style="list-style-type: none"> • To add narrative to dashboards 2 and 3 	<ul style="list-style-type: none"> • Completed
Holiday, Activities & Food Programme	<ul style="list-style-type: none"> • To provide further information on levels of demand, sessions attended and the range of activities 	<ul style="list-style-type: none"> • ongoing

Home to School Transport – Training for Escorts and Drivers	<ul style="list-style-type: none"> • Rebecca Brooks to meet with Sarah Clarke to discuss ideas for improving communication between drivers/escorts and families 	<ul style="list-style-type: none"> • ongoing
Forward Programme	<ul style="list-style-type: none"> • To add SEND Strategy Refresh and SEND Voices Annual Survey to the November meeting 	<ul style="list-style-type: none"> • Completed
Action Tracker	<ul style="list-style-type: none"> • To expand the action tracker to cover the last 12 months • Members be notified of upcoming Virtual School Governing Body meetings and notify Helen Watson if they wish to attend 	<ul style="list-style-type: none"> • completed • Completed
CSO&S – 1 November 2023		
Agenda Item	Action	Update
Complaints Review	<ul style="list-style-type: none"> • Future complaints reports to include anonymised examples of how a case is resolved. • Richard Lamey asked if the raise in number of SEND complaints was as a result of the higher level of scrutiny in assessment or if it was because things that used to be funded before are no longer being funded because of budget constraints? • Are there any groups of people that are under-represented in the data provided? What can be done to address potential inequalities? • To consider the development of a survey for SEND parents – to gather data on complaints and compliments • To include information about the complaints and compliments processes be included in the local offer website. 	<ul style="list-style-type: none"> • Completed • Ongoing • Complete • Complete • Complete
Draft SEND Strategy	<ul style="list-style-type: none"> • CTU – SEND Voices still has not been contacted to help write letters and other communication to parents. • To share the membership of the Strategic SEND Partnership Board • Share with the Committee the details of the protocol for approaching all discriminatory incidents (page 71 of the agenda) • Add transition into adulthood to the Forward Programme • Request the Leader of the Council to: <ul style="list-style-type: none"> ➤ Speak formally with neighbouring local authorities to gather data in relation to the lack of funding for schools to deliver SEND services; and 	<ul style="list-style-type: none"> • Complete • Complete • Complete • Ongoing • Ongoing

	➤ Speak to the Berkshire Prosperity Group about the lack of funding for schools to deliver SEND services.	
Schools Update	<ul style="list-style-type: none"> •to send the list of Ofsted reports in Excell format to enable sorting. 	• Completed
Forward Programme	<ul style="list-style-type: none"> •The Forward Programme to be updated to include suggestions made by the Children’s Services senior leadership team and to include the Safeguarding Berkshire Partnership Board Annual report. 	• Ongoing
Action Tracker	<ul style="list-style-type: none"> •To decide how long to keep actions in the action tracker. 	• Ongoing