

# **Lancashire Round Table (third meeting)**

Wednesday 14<sup>th</sup> May 2025 10am – 1.30pm

Meeting held at St Annes Pastoral Centre, Ormskirk

## **Present:**

Cath Ratcliffe – Associate for Contact and meeting Facilitator.

Miranda Hyman – LPCF, runs a number of groups.

Joan Bill – Trinity Snap.

Michelle Pye – LPCF

Karen McLeod – Sign Hi Say Hi.

Emma Bonney – LPCF, Tiggers

Emma Jones – Splatter Dance.

Rachel Shatliffe - East Lancs DS Support Group.

Paula Hignett – PDA Lancashire.

Becca & Steph – CHATS NW

## **Apologies:**

Lucy Ellis – North Lancashire Directions Group

James Harris – Finding Common Ground Project

Nicola Kay – Lancaster and Morecambe Deaf Children's Society

Alisa Wilson – Neurokin

Julie Lynette – Spectrum of Light

## **Members of the Round Table:**

Sarah Rogers – Be A Champion

Gemma Cogwell – mainstream teacher

## **Agenda**

1. Welcome and introductions
2. Terms of Reference
3. Structure and development of the Round Table
4. LPCF Updates
5. Website
6. Any Other Business
7. Action List
8. Date and time of next meeting

### **1. Welcome and Introductions**

Cath welcomed the group and summarized the purpose of the Round Table in Lancashire. Ensuring we are representing PAN disability, across the County. The Round Table will work collaboratively and alongside LPCF, the aim is for the Round Table to feed into LPCF and vice versa.

The Round Table is responsible for the harvesting and collecting of the parent carer voice, feed it into LPCF for them to feed up to the SEND Partnership. Feedback is brought back to the Round Table in the same way to be disseminated to the parent carers.

The Round Table will also provide a networking opportunity and to support each other whilst also signposting between the groups.

Michelle thanked everyone for attending, it was recognized that some people had quite a long journey. Also thanks to Joan for arranging the venue, refreshments and lunch.

## **2. Terms of Reference**

The Round Table Terms of Reference are still to be signed off.

MP to circulate what we have produced so far, could everyone please have a read through these so that they can be officially signed off at the next meeting.

If there are any queries or suggested amendments, please email Michelle.

## **3. Structure and development of the Round Table**

The autonomy of the Round Table was discussed during the meeting. Although LPCF want to work very closely with the Round Table, it was agreed that autonomy is needed and that this will come over a period of time as people fall into specific roles.

Joan Bill has created a suggestion for discussion on how the structure could look. MP to attach with the minutes. This can be discussed at future meetings.

### **Chair Person**

It was agreed within the meeting that the Round Table should have its own Chair person. A discussion around this concluded that 2, 3 or even 4 co-chairs may be required.

A discussion took place around how this could be rotated and shared within the group. Finer details need to be agreed, but the group did agree that we could start to move this forward before the next meeting takes place.

MP to set up a Doodle Poll to offer this out to the Round Table members. Anyone interested in chairing, or jointly chairing this group, please put yourself forward on the Doodle Poll.

The expectation of the chair(s) is to organize the next meeting which is virtual. This also includes pulling together the attendee list, contacting everyone to let them know when it is, prepare and send the agenda for the meeting, setting up the Teams link, taking notes at the meeting and emailing those out with a clear action list.

### Administration

It was agreed that admin support will be required to help the Round Table function effectively and achieve it's aimed.

It was noted that there are actions within Lancashire's Priority Action Plan around gathering parent carer voices and it was agreed that the Round Table is instrumental in achieving this, especially in the County of our size.

MP and MH (LPCF's co-chairs) agreed that a figure will be included for this function within the grant application (to be completed this month). A discussion took place around how much this should be, and a figure of around £1000 was talked about, although not decided upon.

### Succession planning

The group agreed that succession planning could be an item on the agenda to ensure there is a plan for moving the group forward and not becoming completely reliant upon just a few people.

## **4. LPCF Updates**

MH and MP updated the Round Table on some of the meetings that have been attended recently. Feedback was also gathered during these conversations that can be fed back to the SEND Partnership.

### SEND Operations and SEND Improvement Board

Updated the group on how the meetings will work, both of these meetings are scheduled on a monthly basis.

The Operations Board is attended by lots of people from across the SEND Partnership and includes lots of Senior Managers and the people that are actually carrying out specific pieces of work.

The Improvement Board meeting is attended by the Directors and receives an overview following on from the Operations Board. This meeting is chaired independently and the minutes of this meeting will be published on LCC's website/Local Offer.

LPCF gave the Improvement Board lots and lots of feedback around what parent carers are experiencing in Lancashire. We collated all the comments from our Facebook page and some emails that we have received and put it all together to give the board a verbal update.

### Meeting with Senior members

MH & MH had a face to face meeting last week with Cerys Townend (Head of Inclusion), Peter Chapman (Interim Associate Director for SEND and Complexities) and Paul Turner (Director of Education, Culture and Skills). They were also speaking on behalf of Vanessa Wilson (Director of Children, Young People and Maternity) and Jacqui Old (Executive Director of Education and Children's Services).

They agreed that a meeting with the Round Table would be beneficial and we agreed that it would be held face to face at County Hall. We are currently awaiting a date, it has been requested that this is before the schools break up for the summer holidays.

A discussion around why it is face to face took place and it was agreed that although a hybrid option would be ideal, in this case it will be held face to face. It was also agreed that a Round Table meeting will be scheduled for the week before this meeting to allow all groups to feed into the meeting if they cannot be there in person. Another virtual meeting between the Round Table will follow after the meeting.

#### Transformation and Improvement Service

LPCF informed the group about this part of LCC. It is not part of SEND or Inclusion, it is a general service within LCC which is made up of Business Analysts who are brought in to look at processes etc. and provide feedback on how to improve.

Miranda and Michelle have met with this team twice and will continue to have regular meetings with them. They are currently looking at the process involved in the first 6 weeks of an EHCP application, they are holding workshops and shadowing members of staff. They will move onto the second part of the EHCP process and then will look at Annual Reviews and transitions.

This is an ongoing piece of work.

#### Alternative Provision etc.

LPCF met with the senior manager and one of the team leaders this week, we discussed with them that we would like to invite one or two members from the Round Table to the next meeting which they are more than happy to do.

We are awaiting some available dates from them and we will offer this out.

#### SEND Sufficiency

LPCF provided an overview of the meeting with this team, they are looking at what new provision is needed in the education system over the next 5 years. They have a draft proposal which is just awaiting approval from Mark Wynn, they will then be consulting with parent carers.

As soon as this is received, we will liaise with you around how best to provide the feedback.

#### Family Hubs

There is lots of going on with linking up with the Family Hubs. Miranda, Joan and Lucy have been heavily involved with this and will provide a more detailed update at the next meeting.

### **5. Website**

Paula updated the group as she has been working on the LPCF website. The website is set up in the back ground and she has been contacting lots of people and writing the content.

Paula brought her laptop so that the members could look at where it is up to.

Paula suggested aiming for it to be live on 2<sup>nd</sup> June so that it can be launched at the face to face event at Tickled Trout.

## **6. Any Other Business**

### Communication Policy

It was discussed that the Round Table should have a communications policy to have a clear direction around how they will work with and communicate with LPCF. Lucy Ellis is working on this at the moment.

### Independent Involvement

A discussion around involving someone independent into some future meetings. It was suggested that it could be valuable to have someone independent (in the same way Cath Ratcliffe has been involved), to add value to the conversation and to have an overview. They will be able to offer advice as someone on the outside. Suggestions such as Chairs from other Forums was made. To be discussed further.

### Steering Group of LPCF

MP and MH reported that the growth of LPCF Steering Group is really important to be able to take on the tasks that are required to run a successful Forum. It is agreed that the members of the Round Table have been involved with the Forum for some time and have completed the Four Cornerstone's sessions.

If any members of the Round Table are interested in becoming a member of LPCF Steering Group, please email Michelle.

Cath suggests that if a group leader currently attending the Round Table would like to be part of the LPCF Steering Group, then they send another representative from their group to the Round Table meetings.

### Priority Grant

Around July – September, there is a grant that LPCF can apply for which will provide extra funding that can be used for supporting the Round Table also.

This needs to be discussed also within LPCF, but would be great if we had someone who could support with the application of such grants.

## **7. Action List**

1. **MP** to Circulate TOR.
2. **LE** to complete Communications strategy/policy.
3. **ALL** to contact Michelle if you are interested in a LPCF Steering Group role.
4. **MP** to create a Doodle Poll to gather interest in chairing the Round Table.
5. **MP** to send out Joan's image relating to the structure of the Round Table.

## **8. Date and time of next meeting**

The next meeting will be held virtually and the date & time to be agreed once we have a date for the meeting with the Directors. The Round Table will be meeting the week before this meeting to discuss and agree the content for the Director meeting.