

## Written Statement of Action Preparation Schedule

1<sup>st</sup> March – 14<sup>th</sup> April

Date	Activity	Lead
1 <sup>st</sup> March 7pm	SFVT	Tanny
2 <sup>nd</sup> March 10am-12pm	Joint Commissioning	Graham and Kate
2 <sup>nd</sup> March 1pm-3pm	Community Engagement & QA	Graham and Kate
3 <sup>rd</sup> March 9am-11am	Inclusion	Graham and Kate
3 <sup>rd</sup> March 1pm-3pm	Transition	Graham and Kate
8 <sup>th</sup> March 9-10.30am	SEND Strategic Board	Full board
8 <sup>TH</sup> March 1.00-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
8 <sup>th</sup> March 2-3pm	Additional Meeting on Culture Change	Graham, Kate and Hannah (& WSOA partners)
Potential 8 <sup>th</sup> March 11:30-12:30	Cordelia Update	Graham and Kate
8 <sup>TH</sup> March 1.00-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
10 <sup>th</sup> March 2-2.30pm	WSOA Advisers Meeting	Graham, Kate, Hannah
15 <sup>th</sup> March 2022 1-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
16 <sup>th</sup> March 2022 8.30-9.30am	WSOA Catch up Meeting	Nancy, Graham, Kate, Hannah
16 <sup>th</sup> March 2022 10-10.30am	WSOA – Health meeting	Hannah Pugliese, Graham, Hannah
16 <sup>th</sup> March 2022 1-1.30pm	WSOA – School Improvement meeting	
17 <sup>th</sup> March 10am-12pm	Community Engagement & QA	Graham and Kate
17 <sup>th</sup> March 2:30pm-4:30pm	Joint Commissioning	Graham and Kate
18 <sup>th</sup> March 10am-12pm	Inclusion	Graham and Kate
18 <sup>th</sup> March 1pm-3pm	Transition	Graham and Kate
22 <sup>nd</sup> March 1-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
Potential 22 <sup>nd</sup> March 2-3pm	Cordelia Update	Graham and Kate
23 <sup>rd</sup> March 12-12.45pm	Interim SEND Strategic Board	Full board

24 <sup>th</sup> March 2-2.30pm	WSOA Advisers Meeting	Graham, Kate, Hannah
28 <sup>th</sup> March 9.30-12.30	Children's Overview and Scrutiny – verbal update	Graham, Rachael and Nancy
29 <sup>th</sup> March 10am-12pm	Community Engagement & QA	Graham and Kate
29 <sup>th</sup> March 1-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
29 <sup>th</sup> March 2pm-4pm	Joint Commissioning	Graham and Kate
30 <sup>th</sup> March 10am-12pm	Inclusion	Graham and Kate
30 <sup>th</sup> March 2pm-4pm	Transition	Graham and Kate
31 <sup>st</sup> March 2:30-3:30pm	Cordelia Update (briefing) – circulate draft report to Cabinet members if possible	Graham and Kate
4 <sup>th</sup> April	Informal Cabinet draft report clearance	Rachael and Nancy?
5 <sup>th</sup> April 12-12.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
5 <sup>th</sup> April 12.30-2pm	SEND Strategic Board	Full board
7 <sup>th</sup> April 2-2.30pm	WSOA Advisers Meeting	Graham, Kate, Hannah
12 <sup>th</sup> April 1-1.30pm	Torbay SEND Family Voice Meeting	Graham, Kate, Hannah
12 <sup>th</sup> April 2-2.30pm	WSOA Advisers Meeting	Graham, Kate, Hannah
12 <sup>th</sup> April	Additional Cabinet Briefing	Rachael and Nancy?
14 <sup>th</sup> April	WSOA submission	Graham and Kate
17 <sup>th</sup> May	SEND Strategic Board	Full board
20 <sup>th</sup> June	SEND Strategic Board	Full board
8 <sup>th</sup> July 10.30-12	Local Education Board Meeting	Full board
18 <sup>th</sup> July	SEND Strategic Board	Full board

LEB meeting for Easter term was postponed – awaiting new date.

