

Written Statement of Action Preparation Schedule

1st March – 14th April

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

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

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

