

SEND (0-25) Training and Development Group
11 September 2017

AGENDA and MINUTES (taken by E.A.Holmes)

Name	Job title / Role	Service Area Represented	Attended
Elizabeth A Holmes (Lead)	Interim Principal Educational Psychologist	Education - EIS	Yes
[redacted]	[redacted]	[redacted]	No
[redacted]	[redacted]	[redacted]	Yes
Angela Potter	Interim SEN Team Leader	Education - SEN Team	No
[redacted]	[redacted]	[redacted]	Yes
Grace Davidson	Service Manager Children's Social Care	Children's Social Care	Yes
[redacted]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	No
[redacted]	[redacted]	[redacted]	No
Rachael Kirk	Team Manager Futures +	Adult Social Care	No
[redacted]	[redacted]		No
[redacted]	[redacted]		Yes
Sara Fletcher/ Jacky Smith	Education and Skills Partnership Manager	ILS	Yes

Issue Discussed	Agreed Actions	Lead
Membership updates	[redacted]to be replaced by Angela Potter [redacted]leaving – replacement needed [redacted] [redacted] not attending now	EAH to update membership list and contact T&D to see who will replace [redacted]
Action Plan Looked at the Action Plan (which has been formatted by the 0-25 group to align with other subgroups)	Consider developing set of leaflets (fact sheets) that can be uploaded onto the Local Offer Develop evaluation form for completion by those attending training events. To include core questions which relate to the 3 OFSTED Readiness Criteria (identify, assess, make provision) and opportunity to add additional questions specific to the type of training and training context Develop training feedback form which the training coordinator will collate and feedback (continuous feedback loop between trainers and this T&D Group) Develop spreadsheet/calendar to put on local offer to show training events	[redacted]/[redacted] [redacted] Elizabeth Sara Fletcher

Next meeting 27 November 2017 1.30 to 3.00 Room 8