

SEND (0-25) Training and Development Group
15 January 2018

AGENDA and MINUTES (taken by Elizabeth Holmes)

Name	Job title / Role	Service Area Represented	Attended
Elizabeth A Holmes (EAH)	Principal Educational Psychologist	Education - EIS	Yes
[redacted]	[redacted]	Education – ILS	Yes
Angela Potter (AP)	Interim SEN Team Leader	Education - SEN Team	Yes
[redacted]	[redacted]	[redacted]	Yes
Grace Davidson (GD)	Service Manager Children’s Social Care	Children’s Social Care	Yes
[redacted]	[redacted]	[redacted]	Apologies
TBC	Training and Development Officer	Training and Development	
[redacted]	[redacted]	[redacted]	Apologies
Rachel Kirk (RK)	Team Manager Futures +	Adult Social Care	Yes
Sara Fletcher/ Jacky Smith (SF) or (JS)	Education and Skills Partnership Manager	ILS	Yes
[redacted]	[redacted]	[redacted]	Yes

Issue Discussed	Agreed Actions	Lead
Membership of group Not yet identified a rep from the Training and Development Team.	[redacted] to be invited to next meeting	[redacted]
Update on Task 1 - Fact Sheets on Local Offer ([redacted] leading)	[redacted] Local offer being updated so not yet clear where Fact Sheets will be uploaded and who will upload and monitor for quality assurance. [redacted] wondered if data mangers could help with quality assurance process [redacted]/[redacted] to send existing Fact Sheets to Elizabeth so she can store them temporarily in the shared drive [redacted] have developed Transitions into Adult Services Leaflet (PfA). This and other relevant leaflets for PFA to be uploaded –again liaising with Local Offer group about where on new website	[redacted]/ [redacted] [redacted] [redacted]/ [redacted] RK
Update on Task 2 – Delegate evaluation form which focuses on criteria of identify, assess and provide provision ([redacted])	Group agreed not to progress at this time. The Training Feedback Form provides opportunity for training coordinators to consider the format of their own individual service evaluation forms	
Update on Task 3 – Training evaluation form (Elizabeth leading)	Group positive about need for this. Agreed to recirculate to key training coordinators for further feedback. Can this be piloted (eg SENCo Forum perhaps?)	EAH

<p>SEND e-learning package</p>	<p>Elizabeth receives monthly updates of who in CFaS has completed and forwards to Heads of Service to pass onto relevant managers. All staff in CFaS expected to complete</p> <p>Need to check that all SEND Governors are completing e-learning and attending SEND Training – next session on 24th April 2018</p>	<p>[redacted]</p>
<p>Training Themes identified from evaluations/feedback</p>	<p>Identifying SMART outcomes is a theme coming from parents/carers and identified from members of SEN Team who are involved with transfer reviews – [redacted]to explore the training that was previously delivered (Hexagon centre) and to identify how best to develop additional training (can this be an elearning?)</p> <p>Preparing for Adulthood – [redacted]</p> <p>Need to consider how to receive training needs identified from other 0-25 subgroup</p>	<p>[redacted]</p> <p>[redacted]</p> <p>EAH - raise with Lesley Gilson</p>
<p>Training calendar</p>	<p>[redacted]</p>	<p>[redacted]</p>
<p>Parenting Strategy</p>	<p>Defer to next meeting as [redacted]</p>	<p>[redacted]</p>

February – to be confirmed