

SEND (0-25) Training and Development Group
26th June 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]	Yes
[redacted]	[redacted]	[redacted]	Yes
Leigh Collins	Interim SEN Team Leader	Education - SEN Team	Yes
[redacted]	[redacted]	[redacted]	Apologies
Grace Davidson	Service Manager Children's Social Care	Children's Social Care	Yes
[redacted]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	Apologies
[redacted]	[redacted]	[redacted]	Apologies
Rachael Kirk	Team Manager Futures +	Adult Social Care	Yes
[redacted]	[redacted]		Yes
[redacted]	[redacted]		Apologies

Issue Discussed	Agreed Actions	Lead
Dates for future meetings Monday 31 July 2017 Monday 11 September 2017 Monday 16 th October 2017 Monday 27 November 2017 Monday 15 th January 2018 (All meetings to be from 1:30 to 3:00)	Electronic calendar invites to be sent out Rooms to be booked	[redacted] EAH
Attendance at meetings Important that each service area is represented at the meetings	Core members to identify a substitute to attend meetings	All
Minute Taker	This will rotate around the group	All
Completing SEF (Self Evaluation Framework) At last meeting we identified 5 key themes: The elearning package Providing multi-agency training Identifying & collating training across the LA Ensuring all practitioners are skilled Ensuring consistency of training For each theme we looked at 'how we are doing' 'what evidence supports our evaluation' what our development needs are' what can address these development needs'	[redacted] to collate and distribute initial version with all core members adding/amending as necessary	[redacted] All
Mapping out the LA 'workforce'	[redacted] to further develop the flower framework to identify the range of teams within service areas (education, health social care)	[redacted]
Updating Training Delivered and Training Received spreadsheets	Core members to bring updated spreadsheets to next meeting	All
Membership of group	Need to invite rep from FE College	EAH