

SEND (0-25) Training and Development Group
 27 November 2017

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]	[redacted]	Apologies sent
Angela Potter (AP)	Interim SEN Team Leader	Education - SEN Team	Apologies sent
[redacted]	[redacted]	[redacted]	Yes
Grace Davidson (GD)	Service Manager Children's Social Care	Children's Social Care	Yes
[redacted]	[redacted]	[redacted]	Yes
TBC	Training and Development Officer	Training and Development	
[redacted]	[redacted]	[redacted]	Yes
Rachael Kirk (RK)	Team Manager Futures +	Adult Social Care	Apologies sent
[redacted]	[redacted]		Apologies sent
Sara Fletcher/ Jacky Smith (SF) or (JS)	Education and Skills Partnership Manager	ILS	Apologies sent

Issue Discussed	Agreed Actions	Lead
SEND e-learning package Other Local Authorities have expressed interest in the SEND e-learning developed in East Riding.	Might be an opportunity to 'sell' the package format. Elizabeth will check with [redacted]	EAH
Membership of group Not yet identified a rep from the Training and Development Team.	[redacted]	[redacted]
Tasks from last meeting 1. [redacted]	[redacted] Upload to link in with redesign of Local Offer Group to consider themes that they would suggest for leaflets on Local Offer and to pass onto [redacted]/ [redacted]	[redacted]/ [redacted] leading and to collate themes for next meeting
2. 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	[redacted] Can we merge these to develop one form to be used as part of evaluation of SEND-related training	[redacted]



<p>3. Develop training feedback form which the training coordinator will collate and feedback (continuous feedback loop between trainers and this T&D Group)</p> <p>4. Develop spreadsheet/calendar to put on local offer to show training events</p>	<p>Elizabeth shared a first draft form. Discussion about how this could be refined to promote the ethos of the Reforms – ie focus on co-production, hearing the views of CYP/parents & carers. Elizabeth will recirculate and ask for group feedback prior to next meeting.</p> <p>Hold over to next meeting</p>	<p>EAH leading. To collate feedback from group and bring back to next meeting</p> <p>SF leading</p>
<p>Parenting Strategy</p>	<p>To hold over to next meeting</p>	<p>MW</p>

Next meeting 15th January 2018 1.30 to 3.00 Room 4
[redacted]