

SEND (0-25) Training and Development Group
4th June 2018

AGENDA (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]	Yes
[redacted] or Sarah Keenan (SK)	[redacted]/ CCQMT Manager		Yes (SK)
Jane Henderson (JH)	0-25 SEND Team Manager	Education - 0-25 SEND Team	
[redacted]	[redacted]	[redacted]	No
Grace Davidson (GD)	Service Manager Children's Social Care	Children's Social Care	Apologies
[redacted]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	Apologies
[redacted]	[redacted]	[redacted]	No
Rachel Kirk (RK)	Team Manager Futures +	Adult Social Care	Yes
Sara Fletcher (SF)	Education and Skills Partnership Manager	ILS	Yes
[redacted]	[redacted]	[redacted]	Yes
Lesley Gilson (guest)	Inclusion and Specialist Services Manager	Education - SEND	Yes
[redacted]	[redacted]	[redacted]	Yes

Issue Discussed	Agreed Actions	Lead
<p>Minutes of last meeting</p> <p>[redacted] met to discuss level 4 evaluation of training events.</p> <p>The Business Transformation Team is working with CCQM Team to review the EHC planning process (exploring experiences of various stakeholders). This will identify future CPD teams related to statutory processes</p>	<p>To feedback next meeting</p> <p>Identified CPD needs to be brought back to T&D Group</p>	<p>[redacted]</p> <p>[redacted] /SK/EG</p>
<p>Membership of Group</p> <p>Not yet secured link to Early Years</p> <p>Need to confirm Jane Henderson as member</p>	<p>Need to have EY link – contact [redacted]</p> <p>Check Jane is on invite list</p>	<p>EAH</p> <p>EAH</p>
<p>Overview of training and development – Development of Overview Sheet</p>	<p>Agreed to record training events on this sheet and to discuss at each meeting</p>	
<p>Review of completed training & development activity and planning for next steps from identified CPD needs</p> <p>(Agreed that future meetings should include discussion about completed training events.</p>	<p>Please see updates on Overview Sheet</p> <p>[redacted] – has had dyspraxia training (Summary Evaluation Form to be submitted)</p>	<p>[redacted]</p>



<p>Focusing on review of the Summary Evaluation Forms and the identified CPD needs)</p>		
<p>Pending training</p> <p>(Agreed that future meetings should include information share about pending training events and clarifying who will submit Summary Evaluation Form).</p>	<p>Mental Capacity Act – need to ensure all staff complete</p> <p>MCA has been delivered to [redacted] – resources to be put up on the local offer</p> <p>Autism Awareness Training is available via itrent. Agreed to look at this at next meeting (fits with the ASD Strategy group Action Plan). RK agreed to show and discuss at next meeting</p>	<p>[redacted]</p> <p>[redacted] to liaise with local offer group</p> <p>RK</p>
<p>Task & Finish Group (Lesley is able to join)</p>	<p>Lesley described ToR and remit of this new group which is to be established</p> <p>Agreed that the actions for the SENCo network will form the focus of the SENCo planning meeting</p> <p>Membership of this T&F group to include Lesley Gilson or Ellie Gray [redacted] [redacted] A Primary SENCo and Secondary SENCO [redacted] A rep from a Specialist School [redacted] Rachael Kirk Lesley Gallagher [redacted] Jane Henderson Someone from SALT</p> <p>[redacted] is going to arrange a meeting to invite these people – possibly to the next SENCo Forum planning meeting ([redacted] will have dates)</p>	<p>[redacted]</p> <p>[redacted]</p>

2nd July 2018 Haltemprice Room 1.30 – 3.30