

**SEND (0-25) Training and Development Group**  
**9<sup>th</sup> April 2018**

**AGENDA (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]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	Yes
Grace Davidson (GD)	Service Manager Children's Social Care	Children's Social Care	Yes
[redacted]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	Yes
[redacted]	[redacted]	[redacted]	Apologies
Rachel Kirk (RK)	Team Manager Futures +	Adult Social Care	Apologies
<b>Sara Fletcher (SF)</b>	Education and Skills Partnership Manager	ILS	Apologies
[redacted]	[redacted]	[redacted]	Yes

Issue Discussed	Agreed Actions	Lead
<b>Membership</b> [redacted] has advised that [redacted] be contacted to identify a different representative  Invite Jane Henderson	Contact [redacted] to enquire  Contact and add to invite list	EAH  EAH
<b>Storage of information collated by group.</b> Talked through how and what information is stored on the group shared drive	Structure of folder to be maintained – who will do this?...EAH has raised need for admin support at 0-25 group meeting – need to follow up	EAH
<b>Review of completed training and planning for next steps from identified CPD needs</b>	Agreed that future meetings should include discussion about completed training events. Focusing on review of the Summary Evaluation Forms and the identified CPD needs.  Completed events are below <ul style="list-style-type: none"> <li>• Annual Conference 14-19 28.02.2018</li> <li>• [redacted]</li> <li>• If Not CAMHS What? 7<sup>th</sup> March 2018</li> <li>• LA Inspection Briefings July – Sept 2018</li> <li>• School Governors SEND Training – 21.11.2017</li> <li>• SENCo Conference – 12.10.2016 &amp; 04.10.2017</li> <li>• SENCo Forum – 23.11.2017</li> <li>• FYS Embedding SEND Reforms – Aug 2017</li> </ul>	All
<b>Pending training</b>	Agreed that future meetings should include information share about pending training events and clarifying who will submit Summary Evaluation Form.	All



	<p>Pending training events are below: (name of person to submit summary evaluation form is in brackets)</p> <ul style="list-style-type: none"> <li>• SENCo Forum - 19.04.2018 (Elaine Bowers)</li> <li>• SEND Governors – 24.04.2018 (Lisa Devine)</li> <li>• PFA – training organised for LA staff – 26.04.2018 ([redacted])</li> <li>• SEND Decision Making and the Law – 18.04.2018 (Lesley Gilson)</li> <li>• Dyspraxia – [redacted] Event (24.05.2018) ([redacted])</li> <li>• Health and Education Acts – [redacted] Events (15.05.2018) ([redacted])</li> </ul>	
<p><b>Individual CPD feeding into group</b> Need to consider how information from individual CPD logs can feed into collated information needed by this group</p>	<p>[redacted] spoke about different levels of training evaluation. From evaluating how ‘happy’ delegates are through to evaluating impact for service users. Agreed that our evaluation needs to consider the impact training has on the experiences of cyp and families. Need to consider gathering data from health</p> <p>Small working group to look at this ([redacted])</p>	<p>[redacted] - meet to discuss and bring back to next meeting</p>
<p><b>Proposed T&amp;D Overview Sheet</b> We discussed need to collate CPD needs identified following training events and then plan how best to address this</p>	<p>EAH set up sheet for collating.</p>	<p>EAH</p>
<p><b>Updating Action Plan</b></p>	<p>At last 0-25 SEND Strategy progress meeting it was agreed that copy of recent minutes can be submitted</p>	<p>EAH</p>

4<sup>th</sup> June 2018 Haltemprice Room 1.30 – 3.30