

SEND (0-25) Training and Development Group
30 July 2018

AGENDA and Minutes (minutes taken by Elizabeth Holmes)

Name	Job title / Role	Service Area Represented	Attended
Elizabeth A Holmes (EAH)	Principal Educational Psychologist	Education - EIS	
[redacted]	School Improvement Advisor	Education – ILS	
[redacted] or Sarah Keenan (SK)	[redacted] / CCQMT Manager		
Jane Henderson (JH)	0-25 SEND Team Manager	Education - 0-25 SEND Team	
[redacted]	[redacted]	[redacted]	
Grace Davidson (GD)	Service Manager Children’s Social Care	Children’s Social Care	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	Training and Development	
Rachel Kirk (RK)	Team Manager Futures +	Adult Social Care	
Sara Fletcher (SF)	Education and Skills Partnership Manager	ILS	
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	

Issue Discussed	Agreed Actions	Lead
Minutes of last meeting	Minutes agreed	
Level 4 evaluation of training events ([redacted])	Defer to next meeting	[redacted]
CPD needs identified from review of EHC planning process ([redacted]/ SK / EG)	Work ongoing – CPD needs to be feed into the group when identified	[redacted] / SK / EG
Overview of training and development – Development of Overview Sheet Powerpoint for training delivered in 2015 “PCP and SMART Outcomes” to be put on Local Offer PFA leaflets to go on Local Offer	Send to Lesley Gilson Sarah Keenan to source Each month, [redacted] and arrange for upload onto Local offer. Paper copies to be available [redacted]	EAH SK SK to liaise with [redacted]
Review of completed training & development activity and planning for next steps from identified CPD needs		



<p>Following training has now been completed</p> <ul style="list-style-type: none"> • Dyspraxia Training ([redacted]) • SEND Decision Making and the Law (CCQMT - Micro) • Writing EHC Plans – Smart Outcomes for the SEND Team (CCQMT - Micro) 	<p>Summary Evaluation Forms to be completed so CPD needs can be identified</p>	<p>[redacted] Lesley Gilson EG</p>
<p>Mental Capacity Act – e-learning to go on itrent ([redacted]/RK).</p> <p>MCA is available via e-learning package. It is an awareness level training and should be completed by everyone who is working with YP 16+ where the work involves assessing need, developing support plans , decision-making.</p> <p>Mandatory (akin to SEND e-learning) for all in CFS Directorate</p> <p>Non Council staff and parents/carers/ YP can access MCA e-learning via the training that [redacted] organises and also via a separate portal which can be set up on the Local Offer</p> <p>Parents/carers should be offered additional training to help with the dilemmas (eg MCA at 16+ and parental responsibility up to 18)</p> <p>1 day training course available for staff (currently only staff in adult services can access this). Need to identify which staff should complete this training</p>	<ul style="list-style-type: none"> • Each month, [redacted] to send EAH list of all in CFS who have completed MCA and SEND e-learning. EAH to forward to Heads of Service • Encouragement to complete via SEND newsletter and Local Offer <ul style="list-style-type: none"> • Need to set up on Local offer. [redacted] • Need to arrange a completion certificate/evidence of completion <ul style="list-style-type: none"> • Need to consider setting up on Health CPD system • SENCOs to be alerted <p>[redacted]</p> <p>Staff who need to complete will be identified via CPD Matrix – still to be completed (expected by September). [redacted]</p>	<p>PA/EAH</p> <p>EAH to speak with Ellie Gray/Lesley Gilson</p> <p>[redacted]</p> <p>[redacted] to take forward</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>
<p>Autism Awareness Training (RK) ER leases module which council staff can access via Learn ER (same area as data protection) What about non-council staff?</p>	<p>Can a local ER version be developed? Or does ASD strategy group know of an appropriate training elearning? – possibly IPs can advise</p>	<p>[redacted]</p> <p>[redacted]</p>



	<p>Training to be available to EY staff. Sue Thomson develops training for early years</p> <p>Need to consider holistic training for cyp with ASC (the CYP at home and at school). [redacted]</p> <p>Training to support cyp with anxiety (including anxiety linked to social communication needs/ASC)</p>	<p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>
Task & Finish Group - update	Defer to next meeting	
Sheet Lesley has asked to complete for Inspection	Completed in draft	EAH to pass to Lesley Gilson
Future Meetings	<p>Agreed to be held every 6 weeks. Agreed to hold during holiday period. to attend when possible</p> <p>EAH to continue as Chair GD as vice chair (position held for 6 month rotating basis)</p>	EAH to arrange dates.

To be arranged – every 6 weeks