

**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
<b>SEND e-learning package</b> Other Local Authorities have expressed interest in the SEND e-learning developed in East Riding.	Might be an opportunity to 'sell' the package format. [redacted]	EAH
<b>Membership of group</b> Not yet identified a rep from the Training and Development Team.	[redacted]	KT
<b>Tasks from last meeting</b>  1. Consider developing set of leaflets (fact sheets) that can be uploaded onto the Local Offer ([redacted] and [redacted])  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	[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]. Can we merge these to develop one form to be used as part of evaluation of SEND-related training  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	[redacted]  GD leading and to develop merged form for discussion next meeting



<p>add additional questions specific to the type of training and training context</p> <p>3. Develop training feedback form which the training coordinator will collate and feedback (continuous feedback loop between trainers and this T&amp;D Group)</p> <p>4. Develop spreadsheet/calendar to put on local offer to show training events</p>	<p>CYP/parents &amp; 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><b>Parenting Strategy</b></p>	<p>To hold over to next meeting</p>	<p>MW</p>

**Next meeting 15<sup>th</sup> January 2018 1.30 to 3.00 Room 4**  
**Kat Taylor from Business Transformation Team to join**