

## Info Group meeting

**Tuesday 25 April 2017**

Present: [Redacted], [redacted], [redacted], [redacted], [redacted], [redacted], [Redacted]  
Lee Wilkinson

Apologies: [redacted]

Minute Taker: [Redacted]

<b>Actions from last meeting</b>	<b>Actions</b>
[Redacted] to invite [Redacted] to discuss SEN letters. [Redacted] looked on the local offer regarding transport and found information on there regarding post 16 transport.	
<b>Agenda – Transport</b>	
<ul style="list-style-type: none"> <li>[Redacted] asked [redacted] to ask [redacted] which transport information needs reviewing – [redacted] asked for the full policy to be reviewed but [Redacted] explained they would need to speak to [redacted] regarding this as he wrote the policy. Lee W showed [redacted] the information we have regarding transport on the Local Offer, [redacted] to ask [redacted] if anything else needs adding.</li> </ul>	[Redacted] /[redacted]/[redacted]
<b>Agenda – EHC Flowcharts</b>	
<ul style="list-style-type: none"> <li>[Redacted] to ask [Redacted] the outcome of the flowcharts, [Redacted] spoke to [Redacted] and she said they aren't being reviewed anymore.</li> </ul>	[Redacted]
<b>Agenda – SEN Letters</b>	
<ul style="list-style-type: none"> <li>We went over the rest of the letters the SEN team send out to [Redacted] – [Redacted] updated [Redacted] with the changes we have made so far and explained the same changes will need to be made in the rest of the letters. We went through the rest of the letters making changes and [Redacted] will draft the changes and get them back to us before the next info group meeting on 6 June.</li> <li>[Redacted]</li> </ul>	[Redacted]  [Redacted]
<b>Agenda – Transport Flowchart</b>	
<ul style="list-style-type: none"> <li>[Redacted] brought the start of the Transport flowchart that has been on the agenda a while, we looked through it and added information to the parent section and made a few changes for [Redacted] to update it and he will then cascade back to the info group for us to look at it again.</li> </ul>	[Redacted]