

## Info Group meeting

**Tuesday 6 February 2018**

Present: Aneliese Foster, [redaction], [redaction], [redaction], [redaction], [redaction], Louise Windsor, Kat Taylor

Apologies: [redaction]

Minute Taker: Aneliese Foster

Next Meeting: Tuesday 6 March 2018

<b>Actions from last meeting</b>	<b>Actions</b>
Discussed SEN Letters still not being produced, AF emailed Angela Potter, [redaction], to take to the professionals meeting on Monday to discuss.	
<b>Agenda – Personal Travel Budget (PTB) Document</b>	
[redaction], went through the document with Kat Taylor from the Business Transformation Team. Changes agreed with Kat, for Kat to make and send to AF. Once AF receives updated document AF will circulate to [redaction] [redaction]. Kat to add to the document how to get a PTB. Kat to add if child is excluded/ill for a long period what does the parent/carer do with the PTB. Kat to add information about post 18 transport.	<b>KT/AF</b>
<b>Agenda – SEN Letters</b>	
<p>AF shared the following email with the group which was sent by Angela Potter. Hi Aneliese</p> <p>thank you for your email - my apologies for the delay in coming back to you. I've moved into another role in the service from Jan this year</p> <p>Unfortunately with staffing issues and processing problems I had to change priorities last few months of last year - and had to halt this work I was doing to focus on a full SEN data cleanse.</p> <p>However I will be picking up processes and procedures for the team again soon and will incorporate the review of SEN letters into this - I am aware that though that some of the letters have been tweaked already - which will have incorporated the feedback given. I will ensure that the feedback is considered fully when I revisit this aspect of reviewing processes.</p> <p>I have made [redaction], and her colleagues aware of this situation in some meetings we have all been in in the last few months - but please could you pass on my apologies and the above update</p> <p>AF to email Angela and state I have shared this information with the group and they have asked to see the 'tweaked' versions of the letters that are currently being sent out.</p>	<b>AF</b>
<b>Agenda – SENDIASS Leaflet</b>	

<p>Louise attended to share information regarding the SENDIASS leaflet. Jillian Arnold from marketing is going to review the leaflet first and make changes from an outside perspective, Louise will then bring the changes to the group to discuss.</p>	<p><b>LW</b></p>
<p><b>Agenda – Event</b></p>	
<p>Discussion around having separate meetings to discuss event planning, but decided we would discuss the event during the info group meetings. Decided that we would have a workshop ran by SENDIASS/[redaction], – question and answering relaxed session. Workshop by SALT and AF to email Cerebra to see if they can offer a workshop. Ellie Gray to present and discuss at the beginning about the restructure. Decided to not use the stall holder feedback anymore as not used for anything and made changes to the parent carer feedback form, which is saved in the B drive.</p>	<p><b>AF</b></p>