

Info Group meeting

Tuesday 9 January 2018

Present: [Redacted], [redaction], [redaction], [redaction], [redaction], [redaction],

Apologies: [redaction],

Minute Taker: [Redacted]

Next Meeting: Tuesday 6 February 2018

Actions from last meeting	Actions
<p>[Redacted] to discuss further about the event and also ask for additional newsletter ideas. – newsletter ideas brought to the meeting were – [Redacted] and a [Redacted] is going to do a [redaction], readers story. [Redacted] to email [Redacted]</p> <p>Discussed SEN Letters still not being produced, [Redacted] emailed Angela Potter, [redaction], to take to the professionals meeting on Monday to discuss.</p>	[Redacted]
Agenda – Terms of Reference	
<p>Changes made to the terms of reference – document saved in Information Group folder and forwarded on to them group members.</p> <p>[Redacted] to email mileage claim form to [redaction], [redaction].</p> <p>[Redacted] to discuss promotion of Info Group with Lee Wilkinson, group feel information isn't get passed through them anymore and services don't know what the group's aim is.</p>	[Redacted]
Agenda – [redaction], and T.Y.L.E.R	
[Redacted]	[Redacted]
Agenda – [redaction], and FISH Partnership Agreement	
[Redacted]	[Redacted]
Agenda – Event	
<p>Discussed that [Redacted] will relook at list of stall holders and invite new services/activity groups including 'Snappy'. We agreed 40 minutes workshops and all parent carers will have the chance to access all 3 workshops. Parent carers will stay in the same room and professionals will move about. Workshops will be discussed at the professional meeting on 15.01.17. A lead from specialist services to come and discuss the restructure and explain who does what within the service to parent carers at the beginning of the event. Copy of restructure in everyones bags on the day. Both dates of the event will be sent out on the invite.</p>	[Redacted]

[Redacted] to look in to 'Diverse Fest' and 'Differently Able' to see what other stalls we can invite.	
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