

Info Group meeting

Tuesday 1 May 2018

Present: [Redacted], [Redacted], [Redacted], [Redacted], Louise Windsor, Sara Fletcher

Apologies: [Redacted], [Redacted], [Redacted]

Minute Taker: [Redacted]

Next Meeting: Tuesday 5 June 2018

Actions from last meeting	Actions
PTB Budget info sent around and feedback given. Event in April taken place. Discussion around the Autism assessment letters that [Redacted] sent to the group, the group said they had feedback to [Redacted] with changes.	
Agenda – Personal Budget Leaflet	
[Redacted] came to discuss changes that need to be made to the leaflet, [Redacted] to remove information about the SEND reforms, change the age of the young person to 16, change the EYPCF logo, give contact details of the SEN team so parents can contact them. Change picture and front cover.	[Redacted]
Agenda – Log on Move on	
[Redacted] came to gain feedback about the Log on Move on website. [Redacted] has taken away all comments and will look at adding/redesigning the website.	[Redacted]
Agenda – Event debrief	
Going to do a full event debrief at the next meeting, once the evening event has taken place.	
Agenda – May event	
Discussed the agenda and workshops and times of the evening.	