

## Info Group meeting

**Tuesday 14 November 2017**

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

Minute Taker: [Redacted]

Next Meeting: 09.01.18

<b>Actions from last meeting</b>	<b>Actions</b>
Local Offer postcard updated, looking to update again soon. Still awaiting SEN letters from Angela Potter. [Redacted] is going to ask a member of SENDIASS to update the 'you said we did' on the LO.	LW
<b>Agenda – FAQ's for SENDIASS</b>	
[Redacted]	LW
<b>Agenda – Local Offer Report</b>	
Content is fine, only comment was that it states 'professionals and other partners' the other partners list could be long.	
<b>Agenda – Newsletter Ideas</b>	
<p>Discussion around what articles to include in the next newsletter –</p> <ul style="list-style-type: none"> <li>• Article about the service KIDS and SENDIASS offer</li> <li>• Article about the restructure of the specialist services</li> <li>• In news section of the newsletter add information about the [Redacted] report –Ellie gray to summarise the report and put in writing for newsletter</li> <li>• [Redacted]</li> <li>• If LA make a procedure for complaints this to be added as an article</li> <li>• Aim Higher article from [Redacted] or [Redacted]</li> </ul>	[Redacted]
<b>Agenda – SENDIASS Leaflet</b>	
[Redacted] to amend SENDIASS leaflet to state that SENDIASS don't offer IAS to young people and signpost to KIDS who offer this service. IS information to be removed from leaflet at the end of March 2018.	[Redacted]
<b>Agenda – Event debrief</b>	
[Redacted]	[Redacted]

