

Info Group meeting

Thursday 22 November 2018

Present: [Redacted] [Redacted], [Redacted], Elizabeth Holmes, Lesley Gilson

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

Minute Taker: [Redacted]

Next Meeting: Thursday 10 January 2019

Actions from last meeting	Actions
[Redacted]	
Agenda – SEN Letters / Preparing for Adulthood Leaflet	
<p>LG attended the meeting, SEN draft letter has now been finalised and all the other letters sent out will be updated with the same format. LG to speak to Sarah Keenan regarding updating all the letters and starting to send them out to parents. Sarah to come to an Info Group meeting in April 2019 to feedback about the updated SEN letters and whether they have been embedded and used.</p> <p>[Redacted]</p> <p>LG discussed about designed a ‘contact card’ for professionals to give to parent/carers, the card would have the professionals name, job title and contact details on, this is so parent/carers can remember who they have been in contact with and their role. The group discussed it being a good idea to involve health as well, LG to look in to this. Staff to write on the team/organisation they work for also.</p>	LG/SK
Agenda – Info Group future/promotion	
<p>LG discussed with the group about the promotion of the Info group, do all professionals know what the Info group do and how it works and are all professionals aware of the group. The group agreed that the Info Group needed more promotion and that more professionals need to be aware of what the group do and how they work. In the future the Info Group will feed in to the Information and Access group. [Redacted]. [Redacted] to write a short paragraph to put in the FISH bulletin asking parent/carers whether they understand all the information they receive, ask parent/carers whether they would want to be involved in the info group and also asking professionals whether they know about the group. [Redacted]</p>	[Redacted] / LG
Agenda – EP Report	

<p>Elizabeth Holmes attended, [Redacted]. EH discussed some comments made by [Redacted]. EH said schools would use this document to help them explain the role of an EP to parents. The document will not be added to the Local Offer. EH will use the comments that [Redacted] added to the document and create another document for parent/carers so they have an understanding of the role of an EP. EH will speak to the educational psychologists in her team about the two documents. EH will bring other documents she wants the group to look at to a future meeting, [Redacted] will invite EH to next meeting.</p>	<p>EH / [Redacted]</p>
<p>Agenda – This year’s events</p>	
<p>We looked at the feedback from this year’s Careers event and discussed different ways to change the events for next year.</p>	
<p>Agenda – Next year’s events</p>	
<p>[Redacted]</p>	<p>[Redacted]</p>
<p>Agenda – Newsletter Articles</p>	
<p>[Redacted]</p>	<p>[Redacted]</p>