

Info Group meeting

Tuesday 12 September 2017

Present: [Redacted] [Redacted] [Redacted], [Redacted] Angela Potter, [Redacted]

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

Minute Taker: [Redacted]

Actions from last meeting	Actions
[Redacted]	
Agenda – SEN Letters	
Angela is now reevaluating the whole process behind the SEN letters and is going to review and update them by the end of Decemeber 2017. [Redacted]	AP/[Redacted]
Agenda – Transport Flowchart	
Angela is going to gain clarification of the roles of responsibilities of the SEN team and the Transport team and produce a step by step guide of the process of organising transport. [Redacted]	AP
Agenda – Local Offer Postcard	
Decided that a bookmark would be produced and not a postcard. Add feedback section on to the bookmark. Change picture to a picture of a laptop and cup of coffee. Put picture in the centre and move the title to the top. Change paragraphs on the back. [Redacted]	[Redacted]
Agenda – You Said We Did	
[Redacted]	[Redacted] [Redacted]