

## **SEND Feedback Meeting**

**Friday 20 April 2018**

Attendees: **Redacted**, **Redacted**, Elizabeth, Lesley and Lee

### **1) Discussion and update on action plan 3 themes**

QA group - has carried out quality assessments of 4 EHC plans - consistently not all statutory assessments documents have been included.

LG to ensure that the 'lessons learned' from the QA group has filtered through to the workforce.

Two Commissioning Assistant posts have been filled, with 1 vacant. Deadline for applications is Monday 23 April.

**Redacted** fed in that some parents are still waiting for a response to queries, some of these need timely decisions due to the nature of the query.

LG agreed that she would feed into teams around keeping parent carers informed.

EH mentioned possibility of flagging system on e-mailed messages/comms. Agreed to look into this.

**Redacted** to speak to those parents who say that they have been refused a reassessment and ask them to contact the EP Service.

Language that teams are using with parents e.g. not indexed yet. Need to try and remember to communicate in a non-jargon, user friendly language. LG and colleagues are working on this with teams.

### **2) SENCO Conference**

EH fed in that a parent would have liked to part of the conference planning. EH explained that SENCOs have feedback that workshops aren't always that effective.

Work required around 'what a good meeting' looks like. Initially EH suggested that this could occur as a workshop, but this is no longer an option. EH and **Redacted** suggested a separate event to look at this. Agreed that this idea would be shared with the Training and Development group on 4 June.

**Redacted** fed in still an issue of children out of school. EH fed in that this is also a priority within the EP service plan. SP is coordinating a meeting between Sarah Wright and Helen Higgins. **Redacted** expressed how useful the recent Coffee Morning was. EH explained that she would be re-visiting the coffee morning based on the information gathered from the recent session.

### **3) AOB**

LG fed in e-mail around dyspraxia event in May (Beverley Leisure Centre). LG wanted to understand expectations of LA representatives attending. **Redacted** summarised why the event has been developed, what the event was about and whom it was for. Agreed as Lesley Gallagher is attending will ensure that the right LA representation at the session. Discussed commissioner representation and Neil Griffiths is attending.

LG will speak with LGallagher to talk through.

SP raised disagreement resolution work planned. LG is currently following this up.

### **4) Next meeting**

21st May at 1.30pm, County Hall