



Steering Group Meeting

1st February 2024

Held virtually via Microsoft Teams

MINUTES

Attendees:

Sharon King, Parent/ Kent PACT representative
Dana Aris-Carter, Parent
Hannah Chandler, Parent
Amy Chivers, Parent
Becky Clark, Parent/ 21 Together
Jan Gray, Parent
Natalie Hanchett, Parent
Daniel Heard-White, IASK (Minutes)

Emily Jones, Commissioner for Social Care
Kayleigh Leonard, VSK representing young people
Tracy Moan, VSK
Claire Packman, NHS Kent and Medway
Fiona Pender, Space2BeMe
Katie Wicks, SNAAP
Kerry Miles, IASK Service Co-ordinator

Apologies

Claire Charlton, Parent Advisory Group
Sue Gibbons, NHS Kent and Medway
Emma Hanson, Commissioning Manager

Siobhan Price, Kent County Council Mainstream Inclusion
Rachael Velvick, Parent

Item		Action
1.	<p>Welcome, introductions, apologies:</p> <ul style="list-style-type: none"> The new members of the steering group were welcomed and introduced. 	
2.	<p>Minutes of previous meeting:</p> <ul style="list-style-type: none"> The meetings in May and July were not quorate. Minutes of the May meeting were shared. 	
3.	<p>Re-election of Chair:</p> <ul style="list-style-type: none"> Following departure of George from the steering group, the election of a new chair took place. Jan offered to support the new chair into the role. Amy Chivers volunteered to be the new chair and her appointment was agreed by the other members of the steering group. 	
4.	<p>Interim Report:</p> <ul style="list-style-type: none"> Kerry shared the interim service report covering 1st April to 30th September 2023. There was a lower survey response rate for the user feedback surveys compared to the previous year, it was noted that there are fewer staff in the team this year to contact service users. There was a question about whether special schools promote the service. They have received information from IASK in the past and the team support with meetings at these schools. The service also attends events run by special schools to raise awareness. EOTAS stands for 'educated other than at school' – clarify in the report. There was a rise in casework and a decrease in enquires which may suggest calls to the service have become more complex. IASK are receiving more requests for support at appeals than last year. The 'support issues' referral reason refers to queries around the support a child or young person is receiving in their education setting. There is sometimes an increase in queries from certain area when the service has attended an event in that area. On page 13 the year needs to be changed from 2022 to 2023. On page 17 a reference to the name of the staff member who supported a parent needs to be removed. In the feedback responses on page 18, the response about service funding could mention that the service has restricted set funding that cannot be increased. 	<p>KM KM KM</p>

	<ul style="list-style-type: none"> • Kerry will make the amendments Sharon sent to her. 	KM
5.	<p>Developments for the next financial year:</p> <ul style="list-style-type: none"> • To manage capacity within the team Kerry would like to offer a workshop about completing appeal paperwork as the video and fact sheets on the IASK website do not suit everybody. • Completion of a video to promote the service. A questionnaire for the service video was sent out which asked service users how they would promote IASK. <ul style="list-style-type: none"> ○ Kerry has some parents who are interested in taking part and will be moving forwards with the production of the video. ○ Young people's input will be required to agree an adapted version of the video for young people. However it has been hard to find times that young people are available. ○ Tracy Moan said that her team would be able to help with finding young people for the video and asked Kerry to contact her when this is needed. Tracy will speak to her manager to confirm this can be done. • Tracy will be contacting IASK to invite the service to events. • The service has offered workshops in the evening though there are often last-minute cancellations for these. Workshops are also offered during mornings. It has been found that the afternoon is not a good time for parents. • IASK has been promoting the service at a range of SEND roadshows with Kent PACT and the SEND Information, Hub. Currently and moving forward into the next financial year IASK will be taking part in the Locality, SEND Information, Advice and Guidance Roadshows supporting raising awareness of the support that early years, schools, and colleges should be providing for children with SEND. • Kerry would like to expand the information on the IASK website whilst avoiding making it too long and cluttered. With input from parents and young people. • Kerry would like to increase engagement with young people and is going to pilot a 'Review Meeting' workshop at Meadowfields special school. This will be for young people in year 12 to help them prepare for review meetings as well as help shape the workshop so that it can be delivered to pre-16 age group. • Training volunteers: The service has recruited two new volunteers and has a third person interested. 	KM TM
6.	<p>Review of Terms of Reference and Role Description:</p> <ul style="list-style-type: none"> • It was agreed that the steering group would move back to meeting three time a year. • There hasn't been a representative of a school for a while. <ul style="list-style-type: none"> ○ It was noted that there is no person overseeing all schools it is difficult for them to be available. It was suggested the representative could be from an academy trust or the head of a SENCo team. ○ There is a parent member of the steering group who runs a nursery so it was agreed the Terms of Reference could say 'education setting' representative rather than 'school'. ○ Kerry is mindful not to have over representation from professionals otherwise it is difficult to be quorate. 	KM
7.	<p>Review Policies:</p> <ul style="list-style-type: none"> • The IASK policies were shared and reviewed. • Confidentiality policy: <ul style="list-style-type: none"> ○ In the Exceptions to Confidentiality section 'at risk' should be changed to 'may be at risk.' ○ Kerry to confirm whether support should end when the young person 25 reaches 25 or when they are no longer 25. • Impartiality Policy: <ul style="list-style-type: none"> ○ Social Services should be in capitals. • No changes were needed for the Privacy notice. 	KM KM KM
8.	<p>Steering Group Induction:</p> <ul style="list-style-type: none"> • Kerry held a steering induction meeting for the new members of the steering 	

	<p>group, which Sharon from Kent PACT also attended. Everyone who attended found this helpful to them.</p> <ul style="list-style-type: none"> It was discussed at the induction meeting that small video clips from key members of the steering group explaining their role and why they are on the group would be helpful for new members. <p>Action: Invite key members to make a short video.</p>	KM
9.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> The following dates were suggested to be confirmed by the members of the steering group who were unable to attend this meeting. <ul style="list-style-type: none"> 25th April at 11:00 4th July at 10:30 	
Next meeting: 25th April 2024 at 11:00		