



Steering Group Meeting Thursday 20th November

Held virtually via Microsoft Teams

MINUTES

Attendees:

Christine Beale, Commissioning Assistant
Zoe Delderfield, NHS Kent and Medway
Natalie Hanchett, Parent
Daniel Heard-White, IASK (Minutes)

Sharon King, Parent
Kerry Miles, IASK Service Co-ordinator
Siobhan Price, KCC Mainstream Inclusion

Apologies

Amy Chivers, Parent
Becky Clark, Parent / 21 Together

Kayleigh Leonard, VSK representing young people
Katie Wicks, SNAAP

Item		Action
1.	<p>Minutes of previous meeting (13th June 2025) and matters arising:</p> <ul style="list-style-type: none"> • Kerry has been looking into further ways to record health contacts and has reminded the team to record them. • Kerry has struggled to find suitable pictures for the easy read versions of the IASK policies. • Zoe Delderfield has been added to the list of steering group members on the annual reports. 	KM
2.	<p>Dates for next two meetings:</p> <ul style="list-style-type: none"> • Fiona Pender from Space To Be Me is no longer able to attend steering group meetings. Kerry has approached a potential parent led charity representative from Includes Us Too however they are only available on Mondays, Tuesdays or Fridays. • The following future dates were proposed: <ul style="list-style-type: none"> ○ Tuesday 24th March 2026 from 11:00-13:00 - Zoe to check if check if Claire can cover this date. ○ Tuesday 2nd June 2026 from 11:00-13:00. 	ZD
3.	<p>Six Month Report:</p> <ul style="list-style-type: none"> • Kerry shared the six month report for April to September 2025. • Corrections: <ul style="list-style-type: none"> ○ On page three, highlight the word ‘for’ in blue within the third 3rd paragraph. ○ The second line of the first paragraph should be corrected to “returning service users”. ○ On page seven, change “his” to “her” in the case study. • Siobhan queried why IASK has difficulty recruiting parents for the steering group. <ul style="list-style-type: none"> ○ Parents are often willing, but not available on meeting dates. ○ It was suggested that the next steering group could be advertised on social media. ○ Information about the steering group could be sent to other services in Kent. The information could describe the importance of the steering group and explain it is an opportunity to influence policy. ○ IASK could provide information about the steering group at parent groups. ○ A coffee morning could be held for parents who are interested. • Kerry clarified that the word “referrals” in the report means opening a new case with a parent. It does not mean referrals from other services. • The list of health contacts refer to topics of conversation and health services the team have signposted to. There can be more than one health contact category in a single 	

	<p>conversation and health services may be mentioned during a query about education.</p> <ul style="list-style-type: none"> ○ It could be useful to see health contacts by geographical district and age. ○ It was noted that the purpose of reporting on health contacts is to provide evidence that the service is providing information about health. <ul style="list-style-type: none"> ● The data on number of referrals by district of Kent showed that Swale had the highest number of referrals. <ul style="list-style-type: none"> ○ Siobhan suggested a deep dive of referrals in the Swale to identify the issues in the area. This could be used as evidence that more resources are required in Swale and could be discussed during the next meeting with commissioners. ○ Christine to discuss taking an in depth look at Swale with her manager ● Zoe confirmed that her job title on the list of steering group members is correct. ● In the survey results, one of the multiple choice options under “Can you tell us more about the difference(s) we made for you?” is “I feel that my child’s needs are better understood than they were”. There was a query about who this is referring to. This answer is intended to mean whether the child/young person’s needs are better understood in general and could include the school or local authority. 	CB
4.	<p>IASK move to new location:</p> <ul style="list-style-type: none"> ● Kent County Council moved services including IASK out of the Oxford Road site in October. IASK is now based at Oakwood House in Maidstone as the service cannot be in the same building as the SEN teams. IASK is on the first floor with Kend Adult Education and the Learning & Development team. ● Kerry has been trying to find out the running costs for Oakwood House but has not received an answer. <ul style="list-style-type: none"> ○ Building costs for Oakwood House should be raised during the next commissioning meeting ○ Christine to escalate obtaining information about Oakwood running costs to Steve Lusk. 	CB
5.	<p>Reminding schools about the IASK service:</p> <ul style="list-style-type: none"> ● IASK used to send out leaflets to schools however Kerry has found they now prefer not to receive too many leaflets. ● Siobhan suggested that IASK could have a slot at the SENCO countywide forum in March. The dates are: <ul style="list-style-type: none"> ○ 27th January 2026 at 8:00 for primary and 15:30 for secondary ○ 29th January 2026 at 8:00 for secondary and 13:30 for primary ○ The Term 3 SENCO forum agenda planning meeting is on Tuesday 6th January. Kerry would need to confirm IASK are attending before this date. ● Kerry is planning to redesign the main service leaflets and would like to invite service users to provide input via focus groups. 	KM
KM	<p>Any Other Business:</p> <ul style="list-style-type: none"> ● Kerry invited the steering group members to help produce video clips providing information about the steering group. ● Kerry is setting up outcomes for level 3 and 4 casework on the database so that this can be reported in future. Kerry to discuss the outcomes with Christine. 	KM/CB
Next meeting: Tuesday 24th March 2026, 11:00-13:00		