

# Steering Group Meeting 24<sup>th</sup> March 2026

Held virtually via Microsoft Teams

## MINUTES

**Attendees:**

- |  |   |
|--|---|
| Amy Chivers, Parent (Chair)                  | Sharon King, Parent   |
| Nicola Crowfoot, Includes Us 2               | Liz Macfarlane, KCC SEND Quality Assurance and Practice Development |
| Natalie Hanchett, Parent                     | Kerry Miles, IASK Service Co-ordinator                              |
| Daniel Heard-White, IASK (Minutes)           | Siobhan Price, KCC Mainstream Inclusion                             |
| Jayden Killacky, Young Person representative |   |

**Apologies**

- Kayleigh Leonard
- Katie Wicks SNAAP
- Becky Clark 21 Together

Item		Action
1.	<p><b>Welcome, introductions, apologies:</b></p> <ul style="list-style-type: none"> <li>The new members of the steering group were welcomed.</li> <li>Liz Macfarlane attended as a guest in her role as Quality Assurance and Practice Development for the SEND team. Bringing the opportunity to understand the issues that IASK are dealing with that she could address at a higher level.</li> </ul>	
2.	<p><b>Minutes of previous meeting (20th November 2025) and matters arising:</b></p> <ul style="list-style-type: none"> <li>Correct an instance of Christine’s name being written as Christie in the previous minutes.</li> <li>Kerry has still not received a response about the site charges for the service being based at Oakwood House.</li> <li>Kerry attended the Early Years, primary and mainstream schools SENCo forums in March.</li> </ul>	<b>DHW</b>
3.	<p><b>Service statistics:</b></p> <ul style="list-style-type: none"> <li>Kerry shared the monthly statistics:               <ul style="list-style-type: none"> <li>In February 2026 there were more casework referrals than February 2025 but fewer casework contacts.</li> <li>The number of emails has risen at a higher rate than telephone calls</li> <li>There were fewer helpline calls and requests than for support than the previous year</li> <li>It was noted that there has been a general decline in contacts from young people suggesting the service needs to focus on raising awareness.</li> </ul> </li> <li>The team have commented there did not appear to have been as many phased transfer queries as usual this year.</li> <li>The figures on tribunals conceded were clarified as referring to tribunal hearings where a member of IASK was present supporting the parent and the appeal was conceded.</li> </ul>	<b>KM</b>

	<ul style="list-style-type: none"> <li>• The number of referral reasons for the 1<sup>st</sup> November 2025 – 23<sup>rd</sup> March 2026 period since the previous meeting were shared. <ul style="list-style-type: none"> <li>○ The highest referral reason was ‘appeal process’ followed by ‘support issues’. The ‘support issues’ referral reason is a broad category covering any queries relating to accessing support in an educational setting.</li> <li>○ Transport referrals may have increased due to Kent County Council’s changes to post 16.</li> </ul> </li> <li>• The data on the number of students accessing the service by phase of education followed the typical numbers with the peak being in key stages 2 and 3.</li> </ul>	
4.	<p><b>Update Policies</b></p> <ul style="list-style-type: none"> <li>• The steering group reviewed the IASK service policies.</li> <li>• Confidentiality policy <ul style="list-style-type: none"> <li>○ The policy stated safeguarding concerns are initially discussed with service management. Siobhan advised it must be clear in the policy that safeguarding concerns will be escalated externally regardless of whether a discussion with IASK management has taken place.</li> </ul> </li> <li>• Impartiality policy <ul style="list-style-type: none"> <li>○ No changes were suggested.</li> </ul> </li> <li>• Steering Group Terms of Reference and Role Description for members: <ul style="list-style-type: none"> <li>○ Kent Autistic Trust should be removed.</li> <li>○ Persistent non-attendance was discussed; it was suggested a note should be added to the terms of reference. The document should mention the meetings requiring enough parents and young people to be quorate. The steering group should not be making decisions without representatives from education, health and social care present. Update document.</li> <li>○ It is preferred that parents on the steering group have used IASK in the however it is not necessary.</li> <li>○ A post was put on the IASK Facebook page inviting parents to join the steering group but unfortunately there was no response. Nicola suggested IncludesUs2 could share information about the group with their service users who have also accessed IASK.</li> </ul> </li> <li>• Privacy Notice <ul style="list-style-type: none"> <li>○ Siobhan suggested the data breach process should be on this policy. Kerry to seek advice from commissioners on whether the procedure needs to be explicitly stated or just a note added stating it is the same as Kent County Council’s process.</li> <li>○ The service address needs to be updated.</li> </ul> </li> </ul>	<p>KM</p> <p>KM</p> <p>KM</p> <p>NC</p> <p>KM</p>
5.	<p><b>Development Plan</b></p> <ul style="list-style-type: none"> <li>• Kerry shared the service development plan.</li> <li>• Siobhan queried the service not being represented on local boards. Kerry attends national boards but IASK does not get invited to as many local boards as in the past and has never been invited to partnership boards. It was suggested this should be explored and added to the agenda for the next meeting.</li> <li>• Kerry would like to update the information for young people on the website. It was suggested Jayden could assist with this and reviewing the leaflet for young people.</li> </ul>	<p>KM</p> <p>KM/JK</p>
6.	<p><b>The White Paper</b></p> <ul style="list-style-type: none"> <li>• Siobhan encouraged everybody to provide feedback.</li> </ul>	

	<ul style="list-style-type: none"><li>• Discussion about the changes to Post 16 transport for September 2026 may bring about an increase in calls from parents who were not aware that their children would no longer be provided with a direct taxi service.</li></ul>	
7.	<b>Any Other Business</b> <ul style="list-style-type: none"><li>• The next meeting date was confirmed.</li></ul>	
<b>Date of next meeting: Tuesday 2<sup>nd</sup> June 2026</b>		