



Steering Group Meeting

26th January 2023

Held virtually via Microsoft Teams

MINUTES

Attendees:

George Whitney, Young person (Chair)
Nicola Bowden, Commissioner for Social Care
Claire Charlton, Parent Advisory Group
Becky Clark, Parent / 21 Together
Sue Gibbons, NHS Kent and Medway

Daniel Heard-White, IASK (Minutes)
Sharon King, Parent
Kerry Miles, IASK Service Co-ordinator
Siobhan Price, Kent County Council Mainstream Inclusion

Apologies

Jan Gray, Parent
Dana Aris-Carter, Parent
Emma Hanson, Commissioning Manager
Fiona Pender, Space2BeMe

Karen Ponte, Parent
Sarah Selby-Bird, SNAAP
Janis Smith, Parent

Item		Action
1.	<p>Welcome, introductions, apologies:</p> <ul style="list-style-type: none"> Emma Hanson sent her apologies and has said she will no longer be able to attend the IASK steering group meetings. 	
2.	<p>Minutes of previous meeting (1st November 2023) and matters arising:</p> <ul style="list-style-type: none"> The previous minutes incorrectly listed Sue Gibbons as working for a CCG, this should be amended to just 'NHS Kent and Medway'. Kerry is working with Claire Tanton to look at ways to get young people involved. Valence School already have a youth group and Kerry is waiting to hear back from them. Kerry will also contact Fifth Trust. <ul style="list-style-type: none"> It was suggested that Kerry speak to Hannah Patton regarding Kent Youth Voice. IASK shared the school survey for Siobhan. The next survey round will be in March and IASK will help promote the survey. Siobhan and Sarah spoke following the previous meeting. The interim report was accessibility checked and uploaded to the IASK website. Whilst looking at the figures for main area of need on the interim report during the previous meeting, there was a query about the difference between the 'Behaviour, Emotional & Social' and 'Emotional, Social and Mental Health' and whether this could be reduced to one category. These need types date back to the previous database used by the service and were carried over to the current one. <ul style="list-style-type: none"> Schools tend to use 'Emotional, Social and Mental Health' in relation to behaviour. It is the parents' choice how they define the child's category of need. Kerry will discuss this with the IASK team. There was a lot of interest in an advisory group however not many people were able to take part. The service video has also been difficult to arrange, Kerry will continue trying to arrange this. 	<p>DHW</p> <p>KM</p> <p>IASK</p> <p>KM</p>
3.	<p>Monthly service statistics:</p> <ul style="list-style-type: none"> Service statistics up until the end of December 2022 were shared. It was suggested that 'Weald Support Group' is removed from the information session row as this group is no longer running. Sue was interested in seeing further information about the themes of health discussions potential on a quarterly basis. The volunteer support at meeting figures were queried as they had been at 0 for a while. The service does not currently have any volunteers actively supporting at meetings, it was suggested that this data should not be included on the statistics until there are volunteers supporting at meetings again. There was a discussion on the recruitment of volunteers. Most of the people trained to volunteer have dropped out shortly after completing the training or have been unavailable when the opportunity to support at a meeting is offered. Many meeting requests have been too short notice or too complex for 	<p>DHW</p> <p>KM/DHW</p>

	<p>the volunteers. The volunteers also must be prepared to do the IPSEA legal training.</p> <ul style="list-style-type: none"> • Siobhan expressed interest in seeing data on the themes in meeting requests which could help inform the Local Offer and graduated approach. Kerry will think about how to identify the themes. • The highest referral reason for the October to December period was ‘support issues’. 	KM
4.	<p>Review of Policies:</p> <ul style="list-style-type: none"> • The Impartiality policy needed the date of document at the end. • The review date on the confidentiality policy should be June 2024. • There was a query about the impartiality policy describing young people as those over 16 years of age and whether this is affected by the national increase to compulsory school age. The SEND Code of Practice defines a young person as being over 16 years of age however there are changes planned for the SEND Code of Practice in March. The policy will need to be reviewed sooner if the changes in March affect this definition. Kerry will discuss this with the national IASS network at the next regional meeting. • In the Privacy Notice, remove the comma in “We may also, send you information...” in the “What are we doing with your information?” section. • Remove the date that the document was started. 	IASK IASK IASK IASK IASK
5.	<p>Induction documents:</p> <ul style="list-style-type: none"> • Kerry shared the draft steering group induction document. The induction pack should include information about the general steering group role, the chair role, a description of the IASK service and future meeting dates. It would also be good to have a letter thanking people for their interest in the steering group. • Siobhan, Sue and Claire offered to help with video clips for the steering group induction. 	
6.	<p>Development for next financial year:</p> <ul style="list-style-type: none"> • Some of the targets for the next year require input from service users such as the service video and increasing the amount of information on the IASK website. • Kerry would like to increase the number of parents on the steering group. • The service will be working with Claire Tanton on driving forward the SEND young person forum. • The service has recruited a new Family Involvement Worker as part of the designated keyworker programme. Kerry would like to upskill the whole teams to support with mental health related queries. • Kerry and Siobhan to discuss how data can be used to recruit and train volunteers. 	KM/SP
7.	<p>Any other business:</p> <ul style="list-style-type: none"> • The next steering group meeting will take place on Thursday 11th May at 10:00. • The next meeting will be George’s last steering group meeting as he will be turning 25. The election of a new chair will be discussed at the next meeting. 	
Date of next meeting: Thursday 11th May 2023 10:00 – 12:00		