



Steering Group Meeting

01 March 2019

At The Bungalow, Shepway Centre,
Oxford Road, Maidstone, ME15 8AW

MINUTES

Attendees:

Jan Gray, Parent (Co-Chair)

Daniel Heard-White, IASK (Minutes)

Sharon King, Parent

Kerry Miles, IASK

Matthew Wellard, Commissioning Officer for Social

Care

Apologies

George Whitney, Young person (Co-Chair)

Dana Aris-Carter, Parent

Louise Langley, Head of SEN

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"> Matthew Wellard is the new Commissioning Officer for the Children's Commissioning Team who will be replacing Jo Harding on the steering group. Several parents were unable to attend due to unforeseen circumstances. As there were not enough attendees for the steering group to be quorate it was decided the meeting would be informal and no final decisions would be made. 	
2.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> Kerry proposed holding the next steering group meeting on Friday 28th June or Friday 5th July. Kerry to confirm whether Sarah Selby-Bird can bring George Whitney on either of these dates. 	KM
3.	<p>Quarterly Service Statistics:</p> <ul style="list-style-type: none"> The statistics on referral reasons from 1st November 2018 to 27th February 2019 were shared. <ul style="list-style-type: none"> Support Issues are always one of the largest referral reasons. During the period there were 93 referrals under the Support Issues referral reason. The support issues that usually come up include not meeting the student's needs, the student not getting the right support and breakdown in the parent's relationship with the school. It was suggested the statistics could be broken down into individual school years though it was noted the numbers were not high enough and would be spread too wide for this to be useful. There was a column and row both called Post 16, it was suggested the age group row should be renamed further education. The numbers are usually spread too wide spread to produce statistics on individual schools. The figures on Support Issues and EHC Needs Assessment referrals in North Kent were the lowest. It was noted that the Family Involvement Worker for North Kent works part time – We are Beams have a family worker who support parents in the area and they provide a lot of information advice and support to parents in North Kent. Parents are provided with information about social care options when they request this or if appropriate. Providing this information to every caller carries a risk of information overload. 	
4.	<p>Outcomes from Ofsted:</p> <ul style="list-style-type: none"> The Ofsted report has not been published and therefore could not be discussed. 	
5.	<p>Information, Advice and Support Programme: 1st Year Development Plan 2019/2020:</p> <ul style="list-style-type: none"> All five parts of the Information, Advice and Support Programme have been approved as of last week and Kerry has received the funding. The service is not yet jointly commissioned by health. IASK will be employing a person to support the programme delivery and to engage with service users in particular children and young people. 	

	<p>The post is Engagement and Participation Officer.</p> <ul style="list-style-type: none"> • IASK website: <ul style="list-style-type: none"> ○ The domain name iask.org.uk has been purchased. ○ The website should include a link to Kent's Local Offer. ○ Kerry would like arrange website development groups and get young people involved in these. ○ George has looked at sites of other IAS services and identified Derby, Devon, and Northants as good examples. Kerry will be visiting to colleges to ask young people what they liked or did not like about these websites. ○ The Norfolk IASS website has a logical pathway. ○ The site should be easily accessible by mobile phone. ○ A mood board could be created featuring parts of various sites. ○ Survey Monkey could be used to gather ideas for the website. <ul style="list-style-type: none"> ▪ This should go out within the next week to all parents and young people. Kerry mentioned that young people tend to prefer providing feedback face to face. ▪ Kerry will share the questions with the steering committee. ▪ The survey should have four or five open questions. ○ The SEND Code of Practice details the information which should be provided on the website. ○ Kerry will look at different providers for hosting and developing the site. <ul style="list-style-type: none"> ▪ Sharon suggested her husband could give advice on the typical costs to host and develop a website. ○ A website 'task force' will be set up to go through the suggestions. <ul style="list-style-type: none"> ▪ This meeting was set for Thursday 4th April at 10.30. ▪ It was suggested the venue could be the Orchards MASH in Sittingbourne. IASK to book a room which must have internet access. 	<p>IASK</p> <p>IASK</p> <p>IASK</p> <p>IASK</p> <p>IASK</p>
<p>6.</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> • The information about the SRE workshops for SEN to be sent to Matthew. 	<p>DHW/ CR</p>
<p>Next Meeting: Friday 28th June 2019</p>		