



Steering Group Meeting

1st November 2022

Held virtually via Microsoft Teams

MINUTES

Attendees:

George Whitney, Young person (Chair)
Nicola Bowden, Commissioner for Social Care
Sue Gibbons, NHS Kent and Medway
Jan Gray, Parent
Emma Hanson, Commissioning Manager

Daniel Heard-White, IASK (Minutes)
Sharon King, Parent
Kerry Miles, IASK
Siobhan Price, Kent County Council Mainstream Inclusion
Sarah Selby-Bird, SNAAP

Apologies

Dana Aris-Carter, Parent
Claire Charlton, Parent Advisory Group Rep.
Becky Clark, Parent / 21 Together

Fiona Pender, Space2BeMe
Karen Ponte, Parent
Janis Smith, Parent

Item		Action
1.	<p>Welcome, introductions, apologies:</p> <ul style="list-style-type: none"> During the recent parent advisory group, Kerry spoke to a parent called Claire who is interested in being on the steering group though she was unable to attend today's meeting and sent her apologies. Nicola will be attending a meeting with Young Voice soon and offered to check whether any young people who attend would be interested in the IASK steering group. Nicola will also find out if Kerry could attend too. The following places could be contacted about encouraging more young people to join the IASK steering group: <ul style="list-style-type: none"> Young Person Forum Valence School Fifth Trust 	<p>NB</p> <p>KM</p>
2.	<p>Dates for next 3 meetings:</p> <ul style="list-style-type: none"> Kerry proposed going back to having three steering group meetings a year as it has been tricky for everybody to attend four. Jan suggested the fourth meeting could be an informal face to face catch up during the summer for everybody to get to know one another. The following dates and times were agreed: <ul style="list-style-type: none"> Thursday 26th January, 11:00 – 13:00 (Virtual) Thursday 11th May, 10:00 – 12:00 (Virtual) Thursday 13th July, 10:30 – 12:30 (Informal face to face meeting at the Bungalow, Shepway Centre, Oxford Road, Maidstone, ME15 8AW) 	
3.	<p>Minutes of previous meeting (28 June 2022) and matters arising:</p> <ul style="list-style-type: none"> IASK have added an explanation for the Reachdeck toolbar to the IASK website. A Google Forms survey has been prepared to gather feedback on the IASK website. The statutory assessment portal now has a facility for Kent County Council practitioners to start an account on behalf of a parent. Siobhan has sent information about the school dashboard to Kerry. Siobhan would like to promote the survey three times a year to get more responses. <ul style="list-style-type: none"> The survey could be promoted on Kent County Council's social media. Kent Pact may be able to distribute the survey to parents. IASK could send the survey to consenting service users and local services. It could also be posted on the IASK Facebook page and website news feed. Sarah offered to share the survey with the families she works with. NAS Dover were also suggested, Jan will investigate whether there is a named contact for the group. 	<p>IASK</p> <p>SSB</p> <p>JG</p>
4.	<p>Interim Service Report:</p> <ul style="list-style-type: none"> The Interim Service Report was shared and Kerry invited feedback from the steering group members. Remove the extra 'the' from the first paragraph. It was noted there had been many tribunals which were mainly about school placements and as part of this the needs and provision, sometimes health and social care. A number 	<p>KM</p>

	<p>of tribunals were conceded before the hearing. There is currently a national issue with the backlog of cases and the time frame for the hearing date has increased to a year.</p> <ul style="list-style-type: none"> • Sarah raised the increase in part time timetables in secondary schools. Some secondary schools have refused to implement the support students had in primary and this has led to an increase in requests for an EHCP. Siobhan was interested to discuss these issues with Sarah separately, Kerry to share contact information with them both. • The group discussed issues around children being out of education due to bullying or schools punishing them for tics they cannot control. There is also the issue of some schools viewing parents in a negative way if they keep asking to speak to staff about their concerns. • The highest referral reason from the six-month period was support issues. The top referral reasons were the same as previous periods. • The busiest districts were Thanet, Ashford and Swale. The top referral reason in Swale and Ashford was support issues. • It was noted the figures for the Dover area seemed low. IASK have previously offered opportunities for parents and young people to engage with the service in Dover but do not have as much success as in other areas. • When looking at the figures for main area of need there was a query about the difference between the 'Behaviour, Emotional & Social' and 'Emotional, Social And Mental Health'. Kerry will raise this at the next IASK team meeting to clarify how the team determine which category to use. • The IASK website has seen an Increase in users • Report to be uploaded to the website 	<p>KM</p> <p>KM</p> <p>DHW</p>
5.	<p>Review of Policies</p> <ul style="list-style-type: none"> • Due to time constraints, Kerry will email the confidentiality policy, impartiality policy and privacy notice to members of the steering group to check and recommend any amendments if necessary. 	All
6.	<p>Co-production and service developments - Parents Advisory Group</p> <ul style="list-style-type: none"> • Kerry recently held a parent advisory group to discuss the video to promote the service, although only two parents were able to join on the day, they were extremely enthusiastic, and a meeting is set up to meet to discuss how the video will move forward. • Kerry would like to also have an advisory group for young people and for young people to input into the video. 	KM
7.	<p>Induction Information for Steering Group members</p> <ul style="list-style-type: none"> • It was suggested a video could be a good way to provide information about the steering group and introduce people to the members, something chatty and friendly about why you are part of the steering group. Jan's daughter may be able to produce the video. • It was agreed that 'role description' was a more appropriate term than 'job description'. • The induction information should say that the meetings are mainly virtual with one face to face informal meeting. • There was a suggestion that having the information in a letter format within the introductory paragraph would be better than bullet points. 	<p>JG</p> <p>KM</p> <p>KM</p>
8.	<p>Any other business:</p> <ul style="list-style-type: none"> • The dates on the confidentiality and impartiality policies and the privacy statement will be updated once they have been reviewed by members the steering group and any changes have been made. • The start time of the meeting on 13th July was moved to 10:30 as there is a SENCO Forum taking place that morning. 	KM
Date of next meeting: Thursday 26th January 2023 11:00 – 13:00		