



Steering Group Meeting 18th June 2021

Held virtually via Microsoft Teams

MINUTES

Attendees:

George Whitney, Young person (Chair)

Jan Gray, Parent (Co-Chair)

Nicola Bowden, Commissioner for Social Care

Daniel Heard-White, IASK (Minutes)

Louise Hickman, Interim Head of SEN

Sharon King, Parent

Kerry Miles, IASK

Fiona Pender, Space2BeMe

Janis Smith, Parent

Apologies

Dana Aris-Carter, Parent

Karen Ponte, Parent

Sarah Selby-Bird, SNAAP

Item		Action
1.	<p>Welcome, introductions and apologies:</p> <ul style="list-style-type: none"> Dana sent her apologies. Louise Hickman was welcomed and introduced to the IASK steering group. 	
2.	<p>Minutes of previous meeting (12 March 2021) and matters arising:</p> <ul style="list-style-type: none"> Joint commissioning with health has now been agreed. Jan to forward the survey about discrimination in employment and training discussed during the previous meeting to Kerry. Kerry will be conducting interviews for the Data, Information and Social Media 0.8 role next week. <ul style="list-style-type: none"> It was suggested that Connect to Kent job adverts could be shared on social media in future. Kent PACT could also share them. The vacant Family Involvement Worker for West Kent Position has been filled by Angela Akhlaq who was one of the Helpline Officers for IASK. Angela's helpline role has been filled by Caroline Fox who previously worked for Medway IASS. The Reachdeck toolbar (previously Browsealoud) was added to the IASK website at the end of March. Reachdeck includes tools for reading out text, translating text, downloading text as an MP3 file and a picture dictionary. There is also a tool for IASK to check the accessibility and readability of the website. Kerry is reconsidering producing video versions of the leaflets now that they can be read out by the website. The service could potentially produce more easy read documents. The requested amendments were made to the impartiality, confidentiality and privacy policies following the previous meeting. Louise mentioned that Five Acre Wood recently helped make some documents accessible and suggested contacting Sharon McLaughlin to discuss whether the school may be happy to do the same for IASK. 	<p>JG</p> <p>KM</p>
3.	<p>Annual Report:</p> <ul style="list-style-type: none"> Kerry shared the interim annual report for October 2020 to March 2021 and invited feedback from the steering group. In case study 1, the child's gender had not been changed in the first paragraph. The service used Survey Monkey to conduct user feedback surveys. IASK have started using Google Forms for workshop feedback. It was found putting that putting the survey link in the chat during workshops led to a higher response rate. <ul style="list-style-type: none"> Jot Forms was suggested as an alternative that can be encrypted. The inclusion of the question about confidentiality on the user feedback surveys was queried as the service should be confidential. 	

	<ul style="list-style-type: none"> • Change 'ad hoc feedback' to 'thank you emails' • Each quote in the feedback could be a different colour to show each paragraph is from a different person. • Case study 1 <ul style="list-style-type: none"> ○ There should be a comma after IASK ○ 'Too academic' should be changed to 'academically able'. ○ It was suggested 'parent felt' should be changed to 'stated that'. Kerry to speak with the staff member who provided the case study before altering this. • In service outputs, there was an increase in support at meetings after the number fell at start of pandemic. • The wording for the number of drop in attendees was altered to make it clearer. • There was a discussion about the phrasing of young people taking an active role in a meeting and whether this should be 'participating' or 'highly active' instead. It was noted that although a young person may not have talked during a meeting, they could have contributed in a different way. Kerry to discuss this with the IASK team as individual staff members may define an 'active role' differently. • The disabilities graph had outdated terms that came from an older database the service previously used. The words in brackets will be removed from the graph. The term 'main area of need as identified by the parent' could be used in place of 'main disability'. • Mentions of the Local Offer should be changed to SEND information Hub • Kent County Council 'in house training' should be called something different. • The high number of enquiries in 2019 was the result of some cases being incorrectly recorded as enquiries. • The team are currently only attending a small number of face to face meeting, this is dependent on both the needs of the parent/carer and if virtual support is not possible. • There could be a paragraph about how the pandemic affected the service and how the team adapted. 	
4.	Service Statistics: <ul style="list-style-type: none"> • The latest service statistics were shared with the steering group. 	
5.	Service Developments: <ul style="list-style-type: none"> • Kerry is hoping the service will soon be able to attend events and support groups again such as the Kent Pact coffee mornings. • The service has continued to provide workshops, Kerry would like to try and do more with colleges. • The website will continue to be improved. 	
6.	Terms of Reference: <ul style="list-style-type: none"> • The Terms of Reference are normally reviewed every two years, this item will be moved to next year. • The steering group will need to have a health representative now that joint commissioning has been agreed. 	KM KM
7.	Any other business: <ul style="list-style-type: none"> • Jan raised concerns about secondary schools having police officers without training on SEN and disabilities. Jan to send these concerns to Fiona. Kerry to email Jan regarding this issue. 	JG/KM
8.	Date of next meeting: <ul style="list-style-type: none"> • It was agreed that the next meeting would take place in October. • The next meeting will remain virtual, the possibility of a return to face-to-face meetings will be discussed later in the year. 	
Date of next meeting: Tuesday 12th October		