

Meeting Minutes

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| Meeting Title | Rotherham SENDIASS Monitoring Group Meeting |
| Date | 13 th October 2015 |
| Time | 10am – 12 noon |
| Venue | RMBC Riverside House |
| Chair | Kerry Taylor |
| Minute Taker | Donna Sanderson |

| Attendees | Init | Service/Team |
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| Catherine Hancox | CH | Parent/IS volunteer |
| Marie Simmons | MS | Parent rep |
| Sharon Cope | SC | Healthwatch |
| Helen Reed | HR | Parent |
| Louise Mulligan | LM | Young Persons Information Officer |
| Rachel White | RW | SEND Advisor |
| Gillian Roadhouse | GR | RODS |
| Leon Allcock | LA | Parent |
| Simon Wake | SW | Core Assets |
| Lianne Morewood | LM | ACT |
| Kay King | KK | EHCP assessment team |

| Apologies | Init | Service/Team |
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| John Gilling | JG | Volunteer Independent Parental Supporter |
| Caroline Wheatley | CW | Team Leader – Targeted support schools |
| Fiona Featherstone | FF | Manager – SEN Transitions |
| Jo Pilgrim | JP | RPF member/IS/Parent |
| Jayne Fitzgerald | JF | Chair of RPF Ltd |
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| Minutes | | |
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| Item/Action | Owner | Date for completion |
| <p>Introduction to Meeting-</p> <p>KT did introductions for the re launch of the Rotherham SENDIASS Monitoring Group meeting, giving a brief overview of the format of the meeting and what our service offers. Attendees of the meeting introduced themselves and gave details of their role.</p> | | |
| <p>Agenda:-</p> <p>Terms of Reference:-</p> <p>KT gave background information on our Service past and present using the code of practice to highlight changes</p> | | |

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| <p>and improvements; primarily around 0-25 years, parents, children and Young People. Also explaining that the new legislation incorporates education, health and social care. KT then proceeded to discuss the 8 sections of the terms of reference asking members of the meeting to give their contributions and views.</p> <p>1. The Mission Statement – The opinion given was that there is no information around 19-25 years and independent living within this statement. KT asked for views on this. It was suggested that this statement also include information on colleges, work places/employment, health and social care and further education. KT to do draft wording and circulate for approval.</p> <p>It was also agreed that the words “Young People” be added throughout the terms of reference as it does not include Young People. Action- Kelly Stevenson to be invited to the next Monitoring Group Meeting to represent Young People 16-25 years old.</p> <p>KT explained the role of Kelly Stevenson the 16-25 information officer, reiterating that this is not part of our service but is funded by the SEND reform grant and Kelly works for IYSS.</p> <p>KT explained about the 3 sources of funding which comes from RMBC, Council for Disabled Children and SEND grant reform money; and how the money is used to employ members of the SENDIASS team on a temporary basis.</p> <p>LA suggested that the Mission Statement be a summary of the remit of Rotherham SENDIASS Service; that it isn’t too wordy or complicates.</p> <p>2. Core Activities of SENDIASS – A brief discussion took place about what this covers working with the child, parent and young person.</p> <p>3. What is impartiality?- KT expressed how important this is within our service; all our work is carried out and based on the code of practice and Impartiality must be taken very seriously. KT asked for people’s views on this statement.</p> | <p>KT</p> <p>KT</p> <p>KT</p> <p>KT</p> | |
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| <p>4. Role of the monitoring group? KT pointed out that the exemplifications are now out of date and these are to be removed from the terms of reference. The role of the group was discussed and KT asked for comments.</p> <p>5. Members of the group- JG has confirmed that he is happy to continue to be the chair of future monitoring group meetings. KT asked members if they wished to chair the meeting in the future; MS, CH and LA all expressed an interest in this. DS to continue to minute the meetings.</p> <p>Discussions also took place around the viability of children/young people being part of the meeting. LM to take the lead on this and report back.</p> <p>6. Meetings- KT asked for views on the frequency of future meetings. It was agreed that they be held x3 yearly, term time only and avoiding dates around Christmas. It was also agreed to be held between 10am-12noon. Frequency to be reviewed.</p> <p>7. Reviewing the terms of reference- This will be revisited on a bi annual basis</p> <p>8. Confidentiality- KT reiterated how important and crucial it is that the policy is put into practice in our service and stated that confidentiality of this group is of equal importance.</p> <p>Rotherham SENDIASS website- A discussion took place around our new website and KT gave a visual display of the content and navigation path of the website. KT then asked for comments and views on the new website. Various suggestions were made on how to improve the website The suggestions are as follows-</p> <ul style="list-style-type: none"> • HR said that “What is Rotherham SENDIASS” needs to be at the top of the home page. • Could “What is Rotherham SENDIASS” be used as a banner? • Suggested a new section be added to the website- informing people “What is new” • Create an area news board – what is happening • News section on a separate page • Further develop the website for children and young people | <p>LM</p> <p>ALL</p> | |
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| <ul style="list-style-type: none"> • LA commented that there are too many boxes on the website pages and this could be a barrier for navigation for some people. • Suggested home page be displayed bullet point style explaining what SENDIASS do with links to click on • HR asked that it is made clear the support is impartial • Suggested that we use the same/similar layout as the local offer website. Although KT questioned if this would add confusion as to what site was being viewed. • HR pointed out that children wouldn't be able to navigate this – is it aimed at children 11years onwards? • Be able to click on a tablet – not everyone has the ability to scroll down. Suggested speech bubbles – click on/hover and information appears • LA suggested video format eg. you tube style • Comments were made that the website looks quite formal • We need to capture service user feedback • Could we use pictures from children? • All information needs to be easy to read • Website needs to support what we do as a service • Suggested “pop ups” on screen • KT asked the group if they thought it was an impartial website • KT to make changes/liaise with IT. Agreed that the home page needs to be the starting point for changes to the website layout. • Suggested that evaluation questionnaires are sent out re proposed changes to the website? Could this be done via the website? • LA suggested that the boxes on the fact sheet pages have rounded corners. <p>Action</p> <ul style="list-style-type: none"> • To speak with the LA Website people with regards to the suggestions. To look at the home page as a starting point and then take this a stage at a time. Any changes to also take account of the Web Design advice. <p>POET (personal outcomes evaluation tool)</p> <ul style="list-style-type: none"> • KT gave an overview of POET and what the purpose of this evaluation is. Details were given about timescales and numbers. KT asked people to take a paper copy away with them for more in | <p>SENDI ASS service</p> | <p>SC</p> |
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| <p>depth info.</p> <p>POET evaluation is on our website for online completion.</p> <p>It was agreed that SC from Healthwatch promote POET for health services.</p> | | |
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| Next Meeting | |
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| Date | 8th March 2016 |
| Time | 10.00am – 12.00 noon |
| Venue | RMBC Riverside House |