

Meeting Minutes

Meeting Title	Rotherham SENDIASS Monitoring Group Meeting
Date	8 th March 2016
Time	10am – 11pm
Venue	RMBC Riverside House
Chair	John Gilling
Minute Taker	Donna Sanderson

Attendees	Init	Service/Team
Catherine Hancox	CH	RPF member/Parent/IS volunteer
Jo Pilgrim	JP	RPF member/IS/Parent
Fiona Featherstone	FF	Manager – IYSS Post 16 SEN
Louise Mulligan	LM	Young Persons Info Officer 0-16 years
Kelly Stevenson	KS	Young Persons Info Officer 16-25 years
Rachel White	RW	SEND Advisor/Referrals Officer
Gillian Roadhouse	GR	RODS
Leon Allcock	LA	Parent
Andrew Lound	AL	Information Officer – Children’s Disability
Rachel Amos	RA	Acting Service Lead – EP’s &/ Manager @ Portage Service
Caroline Wheatley	CW	Acting Service Lead – Inclusion Support Service
Kay King	KK	EHCP assessment team

Apologies	Init	Service/Team
Kerry Taylor	KT	Service Lead
Marie Simmons	MS	Parent/IS volunteer/RPF member
Sharon Cope	SC	Health Watch Rotherham
Cassie Symms	CS	Parent
Simon Wake	SW	Core Assets
Leanne Morewood	LM	Team Leader - ACT

Minutes		
Item/Action	Owner	Date for completion
<p>Introduction to Meeting-</p> <p>JG welcomed people to the meeting and apologies were given. Attendees of the meeting introduced themselves and gave details of their role.</p>		
<p>Minutes of the last meeting were agreed.</p> <p>AGENDA-</p> <p>Update on agreed actions following last meeting-</p>		

<p>RW highlighted the changes that were made to the website following suggestions from the last meeting. These changes included Rotherham SENDIASS impartiality policy, what SENDIASS does, information boxes having rounded edges, and other changes focusing on the home page of the website.</p> <p>RW also discussed the next proposed change to the website – which is a feedback form for anyone accessing the website. The form would include details such as did you find the information you were looking for? Was the information helpful? It is envisaged that this feedback form be available at the end of certain pages on the website. Leon Allcock kindly offered to help with work on the website – although he said there could be an issue of impartiality because he is a Local Government Candidate in the forthcoming elections.</p> <p>LM talked about the viability of having children and young people participating in future monitoring group meetings. It was agreed that now Kelly Stevenson is in post within the team in her role as Young Persons Information Officer 16-25 years that this be explored. LM also said that she is currently working with 2 children who would be interested in participating.</p> <p>Update on Service Structure-</p> <p>LM asked KS to give a brief over view of her role within the team.</p> <p>RW gave an update on existing posts in the SENDIASS team and funding for temporary contracts. Final decisions to be announced within the next few days.</p> <p>Discussion Point – Impartiality/arms length support from service-</p> <p>LM circulated documents – section 2 Code of Practice and SENDIASS tribunals. LM asked the group if they thought Rotherham SENDIASS impartiality etc. fitted in with this guidance. Members of the meeting had a glance through and LM asked for initial thoughts:-</p> <p>RW gave information about her experience with tribunals work/case for the team (confidentiality was maintained). RW said that she supported the parent rather than providing representation – this involves documenting parent’s views etc.</p>	<p>RW</p> <p>LM/KS</p> <p>LM</p>	
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<p>KT – asked did people find our service helpful, supportive and impartial? GR said she felt uncomfortable about paragraph 2 of the SENDIASS tribunal’s document, how impartiality worked in practice. How does it work? RW gave some clarity on this.</p> <p>GR asked what training do the team have/access?</p> <p>RW explained that the team accessed training via IPSEA and peer mentoring with other regional SENDIASS services that have more experience in tribunal appeals.</p> <p>JG – related this to exclusions, he said professionals treat us with respect. They rely on our impartiality. JG reiterated the Rotherham SENDIASS team is there to support not fight the case. JG asked for comments on this.</p> <p>KT to feedback to PW re impartiality and tribunals</p>	<p>JG</p> <p>KT</p>	
<p>Chair of future monitoring group meetings –</p> <p>JG asked for volunteers to chair future meetings on a rota basis – no volunteers. JG happy to continue as chair.</p>	<p>JG</p>	
<p>Any other Business - NO</p>		

Next Meeting	
Date	5 th July 2016
Time	10.00am – 12.00 noon
Venue	RMBC Riverside House