

Meeting Minutes

Meeting Title	Rotherham SENDIASS Monitoring Group Meeting
Date	5 th July 2016
Time	10am – 12 noon
Venue	RMBC Riverside House
Chair	Kerry Taylor – Service Lead
Minute Taker	Donna Sanderson

Attendees	Init	Service/Team
Kerry Taylor		Service Lead & Chair of Meeting
John Gilling	JG	Volunteer Independent Parental Supporter
Marie Simmons	MS	Parent
Louise Mulligan	LM	Young Persons Info Officer 0-16 years
Rachel White	RW	SEND Advisor/Referrals Officer
Leon Allcock	LA	Parent & Rotherham National Autistic Society
Kay King	KK	EHCP assessment team

Apologies	Init	Service/Team
Caroline Wheatley	CW	Acting Service Lead – Inclusion Support Service
Catherine Hancox	CH	Parent & member of RPF
Joanne Pilgrim	JP	Parent & member of RPF
Andrew Lound	AL	Information Officer – Disability Family Support
Kelly Stevenson	KS	Young Persons Officer 0-25 years
Rachel Amos	RA	Joint Principle – Education Psychology
Diane Clayton	DC	Parent

Minutes		
Item/Action	Owner	Date for completion
<p>Introduction to Meeting-</p> <ul style="list-style-type: none"> • KT welcomed people to the meeting and apologies were given. Attendees of the meeting introduced themselves and gave details of their role. • KT gave a brief overview of what the meeting would discuss and the future changes to Rotherham SENDIASS 		
<p>AGENDA:-</p> <p>Annual Report-</p> <ul style="list-style-type: none"> • KT informed that the 2015/16 Annual Report for the 		

<p>team was ready to go on the Rotherham SENDIASS website.</p> <ul style="list-style-type: none"> • KT talked about sharing strengths and pressures and asked for people's views/comments on this. The Annual Report was circulated at the meeting and discussions took place around Joint commissioning, CDC grant/future plans for funding and Quality. • One area of discussion was around Post 16 – the service is not receiving the expected volume of young people onto its case load. The service is working on moving Y11 (14 years onwards) children into Kelly Stevenson's area, this will increase her involvement from an earlier point in time. KK said her team would promote this and then continued to give a brief outline of Y11 and how it works within their EHCP assessment team. • It was noted that there had been no referrals to KS 16-25 from the IYSS team. It was discussed that it would be useful for all EHCP team standard letters would include brief details of KS and her role/contact details. • KT said that we have additional CDC funding that was to be used to promote LM & KS and their impartial role within the team. New leaflets and publicity flyers to be agreed upon and then sent to print. • Rotherham Charter – we are still supporting 1 school and intend to be more involved in the future. • Referrals to the service- this has risen dramatically with 2015/16 seeing numbers the highest in a 10 year period. KT also informed that we are exceeding these numbers currently (2016/17) • Ethnic Minority Monitoring – KT said that currently our involvement with minority groups within Rotherham is limited and we need to look at different ways of engaging with different groups. • Translating Rotherham SENDIASS publicity – LA asked if there are barriers in certain communities re Autism? MS confirmed that this may be the case; some families may not accept Autism, LD's and other special needs. LA suggested information 	<p>KK</p> <p>LM/KS</p> <p>Service</p>	
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<p>could be gathered from the council scrutiny panel with a view to engaging the wider community.</p> <ul style="list-style-type: none"> • KT said she would look at statistics to find out which schools are engaging with us the most • Exclusions – during 2015/16 we received 12% of referrals around exclusion issues. • YP Info officer 0-16 – LM gave an overview of her role and how her cases work (the stages of contact and involvement) • Website –RW gave information and asked for suggestion re the feedback page on the website. RMBC IT is currently working on this. RW to chase up time scales. KT suggested that the website pages for Young Persons Information Officer should be easy read/user friendly. LM/KS to joint work on this. • KT talked about service evaluation and highlighted the main points around this. Documents to be posted on our website. • KT asked for comments on the Annual Report discussions that had just taken place. <p>Area Inspection –</p> <ul style="list-style-type: none"> • Information was shared around the pending Area inspection of services. KT said we are awaiting a telephone call to give us 5 working days’ notice. The inspection will cover all SEND services including the Rotherham Parents Forum. It is anticipated that the inspectors may be especially interested in Rotherham SENDIASS team. <p>KT suggested that they may be interested in speaking to a parent who is a member of the monitoring group. KT asked for a volunteer – LA agreed to volunteer to speak to the Area Inspectors if requested.</p> <p>CDC Funding –</p> <ul style="list-style-type: none"> • Rotherham SENDIASS has been allocated an additional £25,000 to provide Independent Support (£20,000 after tax). However this year there is not the same flexibility around how to utilise the 	<p>LA</p> <p>KT</p> <p>RW/LM /KS</p> <p>KT</p> <p>LA</p>	
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<p>money. The contract has been amended and now says “we have to recruit” a member of staff to deliver Independent Support re peer support/mentoring”. KT put forward the suggestion that we could recruit a volunteer co-ordinator whose role would consist of recruiting volunteers to the service (the new role would be a temporary position due to funding allocation). KT asked for comments on this suggestion. MS suggested that KT speak to Gemma Wilkinson for ideas/advice around this.</p> <ul style="list-style-type: none"> • KT has drafted a job profile (band F) and is currently awaiting a decision from DLT. • LA suggested KT speak with Rotherham United Community Team in order to engage with them around volunteering options. MS suggested contacting VAR • 16-25 age group – it was asked if KS could use her contacts at colleges re volunteers. • LA talked about peer mentoring that is already going on and working well and agreed that we should look at this. • LA asked for clarification about “Peer” • MS asked if it would be more like an advocate role? • LA suggested we start looking for volunteers in advance of the volunteer co-ordinator post being agreed/recruited to. KT agreed to start this process. • LA suggested if the role is not accepted at Council DLT we still recruit volunteers with a long term view of being more self-sustaining 	<p>KT</p> <p>KT</p> <p>KT</p>	
<p>Any other Business - NO</p>		

Next Meeting	
Date	20 th October 2016
Time	10.00am – 12.00 noon
Venue	RMBC Riverside House