

# Steering Group Minutes - 14th/15th September 2020

*Please note: The steering group held two steering group meetings using the same agenda items to enable access for members - Monday 14th September 2020 at 8.00 pm and Tuesday 15th September 2020 at 1.00 pm.*

**Present:**ST;JW;JJ;KB;TR;SW;RJ;KB;VG;KP;JS

**Apologies:**BBJHC

## **Agenda:**

- Minutes of last meeting
- Actions following last meeting
- Next steps

1. Minutes of last meeting were posted for all too see on steering group page and no objections raised - agreed.

2. SW contacted Barney A about his power point and sharing it wider – Barney offered to write a blog or paper rather than just share the power point as without narrative the slides don't make sense. Steering Group agree that SW to agree to this with Barney A. SW advising that there was one raffle prize winner from the event and a prize still remains outstanding.

3. Another event – SW explained staff have taken leave and that case work has become a priority again due to high demand and current staffing to meet demand is stretched. SW explained that recruitment and selection processes were underway to try to recruit a temporary solution and then to have focused time to resolve the staffing issue more permanently. Steering Group members expressed concern about staff wellbeing and capacity and SW agreed recruitment and selection was a priority.

4. Further events – all agreed more thought and ideas around these are needed and although it not possible to arrange an event for end of September as was first

hoped the aim is to try for October half term time – SW to have further thoughts around this and come back to the Steering Group.

5. SW talked about Mel John-Ross (Executive Director) emailing and asking to meet the Steering Group on the back of positive comments about the event with Barney. It was felt it would be helpful to meet the Service Line Manager first and have a chance to talk to her about SENDIASS, challenges, strengths, capacity and moving forward together – SW agreed to speak to Di Drury Service Line Manager to set this up.

6. Recruitment and Selection – we talked about the need to set up interviews and that the Steering Group will be invited to take part in these.

7. Future family events we agreed to arrange something for September was too soon for us as start of term and case work demand – so agreed to try to arrange something for end of October – again Steering Group members expressed concern about the need to keep family engagement alive and support families in these challenging times.

8. Steering Group member raised the emotional wellbeing of families and concern that this is serious and asked for continued Facebook live sessions weekly and welfare checking in as part of this as its valued.

9. Steering Group members raised the issue of the catch up funding and tutoring funding to schools and asked that IASS put the information out there as part of the IA offer to families – SW agreed and JS as information officer will do this – VG agreed to send the information and did this and SW sent to JS to action.

10. Steering Group members talked about using podcasts as a means for providing IA to parents carers and that there are some good ones out there a recent one about EHCP's was very good and often these are free – SW agreed we could do a feature of these as IA.

11. JS asked about Steering Group members helping to inform him about parent groups in the local area – it was agreed that this was not really something that the Steering Group would do as its FIS and the local offer area of work.

12. Steering Group asked about the legal position of the SEND Regulations around EHCP processes and when the revised information would be available to inform parents carers and young people that this is either extended or ceased – SW agreed to keep a look out for this and provide IA as soon as it's known.