

# Minutes of Steering Group Virtual Meeting - 22nd July 2020

## Attendees

**SENDIASS** : Sarah Wike & James Stephenson

**Parents** : Vicky Gray, Tracy Richardson

(**Apologies** – Sophia Tattersall, Jayne Jordan, Karen Plimmer, Karen Beveridge)

## Items on the Agenda

1. Minutes of last meeting
2. Further update and planning re the ‘Night with.....’ event
3. Top Tips Fact Sheet - Transition
4. Any other business (AOB)

### 1. Minutes of last meeting

Briefly discussed the meeting notes from the last Steering Group meeting - SW gave the opportunity if anyone wished to add or amend anything but all were agreed.

### 2. Further update and planning re the ‘Night with.....’ event

Friday 14th August 2020 at 8.00pm has been secured with Barney Angliss which was great news. SW confirmed that a post went out on the SENDIASS Facebook page to confirm this and further promote the event. It was noted also that there has been some interest from other Departments which is positive re the event.

SW advised that they had made some enquiries with IT with regards to Technology to project the event and they have confirmed that :-

- Microsoft Teams can accommodate an audience of up to 250 people
- Google Meet was also a suggestion but potentially had a time limit of only 1 hour for 100 people

SW confirmed she will make further enquiries with IT around this.

It was confirmed that priority for the event would initially be for families i.e grandparents etc may wish to watch too and then depending on numbers if there is space to invite wider we will do.

SENDIASS Team are currently looking into preparing some pre recorded videos/questions and also was discussed whether it might be worthwhile emailing any questions to Barney prior to the event which is a possibility.

SENDIASS Team are continuing to look into the care packs/bag drops for 'the Night with Event' and look at the practicalities of this and will get back to us on this next time.

### 3. Top Tips Fact Sheet – Transition

SW briefly discussed the post on Facebook Steering Page where parents had commented and recommended any top tips for transition of which the SENDIASS Team had critiqued and drafted a document which James shared virtually within the meeting, which was really useful. SW confirmed there were some really good suggestions put forward.

We briefly discussed this and SW/James advised this can be amended or added to at any point. SW agreed that this will be posted out on the Steering Group Page for looking at this week and would welcome any further feedback re this.

#### 4. Any other business (AOB)

Briefly discussed the possibility of a physical meet up at the park as this was raised and discussed at previous Steering Group Meeting. SW confirmed she is looking into this and taking advice from Public Health with regards to being able to accommodate this safely and will get back us regarding this.

#### Actions :-

- SW to continue to explore possibilities with IT and secure what platform to use for the 'Night with.....event'.
- SW and SENDIASS Team to start maybe contacting families to try and do some video recordings in readiness for the event.
- SW and SENDIASS Team to look into practicalities re gift bags for the event to be delivered to SEND families.
- JS to put a post on Steering Group page by the end of the week re "Top Tips Factsheet" for Transition draft for further comments/input.
- JS to also post on SENDIASS Facebook page the Annual Report via a link for all to view.
- SW to check the position with Public Health re picnic/meet up idea over the summer break.
- SW to arrange next meeting for say in a week or so to go out via Steering Group Page.