

Title of Meeting:	Suffolk SENDIASS Advisory body
Purpose or Mandate:	To monitor how well the service is meeting the IAS needs of children, young people and their parents and particularly in relation to the national Minimum Standards (these can be viewed on the Council for Disabled Children website).
Date:	28/11/23
Place:	Remotely Via Teams
Times:	12.30 to 14.30

Item No.	Item Description	Notes
1	<p>Welcome and introduction</p> <p>Team updates</p> <p>Chair</p>	<p>9 attendees. Actions from previous minutes reviewed.</p> <p>Approval to recruit to an additional 0.85 FTE and our newest team member (joined October) and has begun the SEND legal and in-house training.</p> <p>Recent resignation in the team and are currently waiting to see if we will gain approval to recruit to the vacancy.</p> <p>Referrals in our annual report showed a 10% increase this year (28% since 2018). We're exploring whether we can gain additional investment to enable us to meet rising demands. We keep workflow under continuous review. More recently, we changed our published response times (for enquiries) from 3 to 5 working days.</p> <p>Staff are expressing they are frequently feeling overwhelmed and impacted due to the volume of difficult conversations and situations, and with their capacity to provide the level of support (and time) some families need.</p> <p>Following a question raised, SENDIASS confirmed there had been no negative responses about the change to response times so far. Discussion around how it is preferable to have realistic timescales to manage expectations.</p> <p>We had been seeking someone external to SENDIASS to take on the 'Chair' role in this group. However, in the summer, we re-signed our Service Level Agreement (with the local authority and health commissioners) and it states that SENDIASS must retain the Chair responsibility.</p>

Actions Agreed, Target Date (s), Lead Officer (s):

2.	<p>Young People development work updates</p> <p>Easy Read survey results</p> <p>Coproduction pledge</p>	<p>Published:</p> <ul style="list-style-type: none"> • Child and young person Easy Read leaflet • Child and young person Easy Read poster <p>Completed/agreed:</p> <ul style="list-style-type: none"> • Switches training (assistive technology). • ‘Talking Mats’ (tool to use to support children and young people to share their views) whole team training. • ‘Photosymbols’ licence available (provided by the national IASS). • ‘PageTiger’ licence for us to trial. <p>In progress:</p> <ul style="list-style-type: none"> • Information for young people about annual reviews, coproduced at every stage. Will be available in Easy Read. • New content on website (annual reviews) includes a feedback pop-up. • New character at design stage. Created by a young person. Development continues and we look forward to sharing further drafts as we move forward. <p>Member of staff from a setting shared how their group of young people were really enjoying working with SENDIASS.</p> <p>Discussion about continuing to gather feedback/coproduce with families through existing established groups in Suffolk – such as the SEND YP network and parent groups.</p>
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Actions Agreed, Target Date (s), Lead Officer (s):

SENDIASS to provide further updates as the work progresses.

Members can share any further comments or suggestions by email.

3.	<p>Training updates</p>	<p>Presentation shared about the current training offer and what we are working on.</p> <p>We offered three opportunities in October to coproduce new information with families around preparing for adulthood but received no interest. We reached out for email views and one parent said they would like to see some draft work first.</p> <p>As a start, we propose creating some short videos for parents and for young people focussing on an aspect of preparation for adulthood. Sought ideas from the group.</p>
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		<p>Suggestions from the group included:</p> <ul style="list-style-type: none"> • Social care assessment. • Transport/funding post 16. • Ceasing an EHC plan. • Learning resource around what to explore regarding preparation for adulthood in annual reviews for year 9, year 10 etc. <p>General discussion around annual review paperwork, helping families to participate, the importance of building their confidence so they can understand and take part in planning next steps around preparation for adulthood (at an early stage).</p>
<p><i>Actions Agreed, Target Date (s), Lead Officer (s):</i> Members can share any further comments or suggestions by email.</p>		
4.	Service Development Plan.	<p>Suggested additions to the plan:</p> <ul style="list-style-type: none"> • Suspensions information/factsheet. (request for new information) • Reduced timetable (request for new information) • Annual review – input to local authority (informing and influencing).
<p><i>Actions Agreed, Target Date (s), Lead Officer (s):</i> Live document to be updated by SENDIASS with progress (ongoing). SENDIASS to keep under review the wording/layout (accessibility).</p>		
5.	Any other business	<p>SENDIASS asked the group about any changes to frequency of meeting, improving engagement/attendance, explore focus groups.</p> <p>It was agreed to continue termly for the next meeting as the recent change of date due to the inspection may have impacted ability to attend.</p> <p>SPCF expressed thanks to SENDIASS team for all the work we do. They hear from families who had said we had helped them feel more confident (even when they had good knowledge, we had affirmed that understanding and that had helped them feel confident in moving forwards).</p>
<p><i>Actions Agreed, Target Date (s), Lead Officer (s):</i> Continue with termly meeting for spring 2024.</p>		
8.	Close meeting	Next meeting Tuesday 12th March 2024 , 12.30 to 2.30pm