

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:	12/3/24
Place:	Remotely Via Teams
Times:	12.30 to 14.30

Item No.	Item Description	Notes
1	Welcome and introduction. Team updates	11 attendees. Actions from previous minutes reviewed. Approval to recruit to our vacancy. Pre-employment checks have been completed and a start date agreed.

Actions Agreed

2.	<u>Service delivery</u>	<p>The service is reviewing current delivery and exploring any changes which might be needed to ensure it can meet the needs of families.</p> <p>ICB representative acknowledged that decisions by other organisations can have an impact on services such as SENDIASS. They are working on transparency, communication and expectations to support families and reduce anxiety.</p> <p>Useful for Sendiass and ICB to keep working together to share feedback and inform service development.</p> <p>ICB – SENDIASS data is much richer/ stronger than the info that they currently hold.</p> <p>SENDIASS shared that the data is useful for the service to help identify where to focus our resource and the importance that this informs other services and feeds into the work of partners and the SEND strategy.</p> <p>The SEND QA team is now part of the QEPD team and this will be helpful moving forward.</p> <p>A group member asked whether SENDIASS might be able to collect specific data post-16.</p>
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Actions Agreed

Any changes to service delivery will be communicated by SENDIASS.

SENDIASS to explore the specific request for data trends post-16.

Group members to contact SENDIASS with individual requests for data trends.

3.	Young people – development work update	<p>Easy read information for young people</p> <p>Finalised:</p> <ul style="list-style-type: none">• Child and young person leaflet• Annual Review of your Education, Health and Care plan• Rewards for working with SENDIASS <p>In progress:</p> <ul style="list-style-type: none">• How SENDIASS can help you express your views. (explaining advocacy)• Preparing for leaving school or college.• Travel and transport. <p>Series of videos and development of character</p> <p>First video expected in April.</p> <p>Children and young people are guiding us around the design and being led by them on which topics to cover. Will be short, in line with what young people have told us.</p> <p>Competition to name the character!</p> <p>Co-production webpage – explains the information and training we're working on.</p> <p>Group member enquired whether there will be workshops available for teenagers as has experienced parents asking for this.</p> <p>SENDIASS shared it was still early days with the direct co-production with groups though had not seen any appetite from young people themselves for training or workshops and invited further information by email for the service to explore any gaps.</p> <p>Email alerts – co-production</p> <p>SENDIASS shared it is building a co-production group and will be sending alerts about the various projects by email and inviting members to input into specific projects, depending on relevance to them.</p> <p>Group member specifically interested in post-16 – can link with SENDIASS for specific projects. Current co-production</p>
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	<p>Parents and carers - New information items: Attendance/EOTAS/ Reduced timetables</p>	<p>with young people includes post-16 settings and will be relevant.</p> <p>High frequency of enquiries to service around attendance and EOTAS.</p> <p>Content covering these topics is across the website in various places.</p> <p>SENDIASS to make it easier to navigate to. The group discussed and agreed a new 'Attendance' tile for the education landing page of the SENDIASS website.</p> <p>Feedback from a group member that they use the site regularly and that it is easy to find information.</p> <p>Discussion about the difficulties with attendance post-16 raised by a group member. SENDIASS acknowledged this trend with post-16 courses not always working out as hoped and can cause issues with the young person attending or leaving college. There is increased demand for alternative, specialist or bespoke.</p>
<p><i>Actions Agreed</i></p> <p>SENDIASS to send email alerts of our specific development projects and invite input.</p> <p>Members of the group to email if they would prefer not to receive email alerts about development projects.</p> <p>SENDIASS to contact individual group member around information post-16 specifically.</p> <p>SENDIASS to add 'Attendance' tile to education landing page, with links to information about EOTAS and reduced timetables.</p>		
<p>4.</p>	<p><u>Service Development Plan.</u></p>	<p>Updated plan shared with the group.</p> <p>SENDIASS highlighted some of their other development work:</p> <ul style="list-style-type: none"> • Preparing for Adulthood – 2 x draft resources shared with families. • ACE Anglia collaboration with 2 sessions for families about LD health check. • Talking Mats (communication tool) training. • Feedback survey button. • Testimonials from parents/carers – template questions. • Continued attendance at drop-ins and events. • Practitioner service leaflet to be created.



		Following previous feedback received, SENDIASS aim to present this differently for our 2024-25 plan (less wordy, more visual).
<i>Actions Agreed</i> Live document to be updated by SENDIASS with progress (ongoing). Members to email any comments or suggestions for our 2024-25 development plan. SENDIASS to present this differently for 2024 to 2025.		
5.	Any other business	None raised
<i>Actions Agreed</i>		
8.	Close meeting	Next meeting Tuesday 18th June 2024 , 12.30 to 2.30pm