

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:	18/6/24
Place:	Remotely Via Teams
Time:	12.30 to 14.30

Item No.	Item Description	Notes
1	<p>Welcome and introduction. 😊</p> <p>Team updates</p>	<p>19 attendees. Actions from previous minutes reviewed.</p> <p>Resignation (Senior SEND IAS Worker)</p> <ul style="list-style-type: none"> Exploring options for cover – some work may pause or reduce. <p>Staff turnover – has led to high proportion of new team members. Impact:</p> <ul style="list-style-type: none"> Support diverted (from experienced team members). Managing level of support/complex cases – due to length of time training someone in the role. More time taken to provide advice and support to families. Frequent backlog of referrals.

Actions Agreed

SENDIASS to contact members to discuss changes to service delivery.

2.	Service Development Plan/Self-evaluation	<p>Self-evaluation (opens PDF). 1.2 & 1.3 - our assessment of how well we are meeting these specific Standards has moved from amber to red. Question around what this means - SENDIASS clarified this does not trigger any specific action, document is a way of communicating our assessment against the national Minimum Standards that we work to. Continued desire to secure additional investment to build capacity.</p> <p>Service Development Plan 2023 to 2024 (opens PDF)</p> <p>Service Development Plan 2024 to 2025 (opens PDF)</p> <p>Member shared - not entirely Sendiass specific but is there a need for Co-production leads across different services to meet on a regular basis to share feedback/good practice.</p>
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Actions Agreed

Member to contact SENDIASS with who to link to around reaching GP practices or participation groups.

SENDIASS to review suggestions to plan next steps.

4.	Break	
5.	Service delivery – what could we do differently?	<p>Website.</p> <ul style="list-style-type: none">• Sample change to font style/size on our Leaflets and resources page.• Headings (propose new size banner headings & in-page headings as per the above page - larger than elsewhere on the site).• 'On this page' contents proposed as per Co-production page. <p>View capture of comments and suggestions. (opens PDF)</p> <p>Data/trends. Currently, SENDIASS provides these data reports:</p> <ul style="list-style-type: none">• Monthly. (20 pages)• Annual report (39 pages). <p>Aim to make data easy to view, and meaningful – focus on trends/visual charts (examples shared of monthly comparison, year to year and rolling 12-month period). Limit amount of information/simplify to improve efficiency.</p> <p>View capture of comments and suggestions. (opens PDF)</p>

Actions Agreed

SENDIASS to review suggestions to plan next steps.

6.	Any other business	<p>SENDIASS - Project update – email.</p> <p>SENDIASS – trialled an email alert to the group earlier this term to invite input to development projects. Limited response. Discussion around challenge reading and responding to emails and setting up targeted meetings (so people can choose which are relevant) might be the best way to do this.</p> <p>Talking Mats (tool for supporting people to reflect on and share their views) Licensed by the Talking Mats Foundation to teach people how to effectively use a Talking Mat.</p> <ul style="list-style-type: none">• Can deliver training to multi-agency practitioners.• Have been asked by the TM Foundation to deliver a pilot programme for parents in how to use a Talking Mat.
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		<p>Meeting with the Director in July to explore this further. We're looking forward to helping develop the toolbox of practitioners and families in supporting children, young people and adults to have a voice.</p> <p>Careers advice. Member raised that careers advice is not always provided by settings. Discussion around how this is tracked, a requirement to provide but not to report/evidence. SENDIASS can provide IAS to any SEND YP (& parent/carer) who would like to raise a concern with their setting.</p>
<p><i>Actions Agreed</i> SENDIASS to arrange opportunities for the group to take part in discussions about specific development projects (consultation and co-production).</p>		
7.	Close meeting	Next Advisory Body meeting Wednesday 6th November 2024, 10.00 to 12.00pm