

AGENDA

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:	Tuesday 18 th June 2024
Place:	Remotely, via Teams
Times:	12.30 to 14.30

Item No.	Time	Item Description	Lead by
1.	12.30	<ul style="list-style-type: none"> Welcome and introduction. Quick re-cap (questions, minutes and updates on actions) Staff/team updates. Talking Mats update 	Chair/Co-chair SENDIASS
2.	12.45	Service Development Plan/Self-evaluation. <ul style="list-style-type: none"> Comments/questions 	All
3.	13.00	Service delivery - what could we do differently? <ul style="list-style-type: none"> Information leaflets. To improve our reach to families. 	SENDIASS
4.	13.30	Break	
5.	13.40	Service delivery - what could we do differently? <ul style="list-style-type: none"> Website – font style & headings. Data/trends (what, how and frequency) 	SENDIASS
6.	14.10	AOB Project update – email. Continue?	All Chair
7.	14.25	Close – Set date for autumn term (6 th November?) Possible interim date.	Chair

Useful links:

[Service Development Plan 2023 to 2024](#)
[SENDIASS self-evaluation](#)
[Young person survey 2023 – results in Easy-Read](#)
[Suffolk SENDIASS Annual Report 2022/23](#)
[Easy read summary of our Annual Report](#)
[Advisory body Terms of Reference](#)

Service publicity:

- [Suffolk SENDIASS – welcome children and young people!](#) (opens YouTube video) – **New!**
- [Our service leaflet for parents and carers](#)
- [Contact card \(credit card sized\)](#)
- [Young person leaflet](#)
- [Child/young person postcard style leaflet](#)
- [Child and young person Easy-Read leaflet](#)
- [Child and young person Easy-Read poster](#)
- [Support to get your voice heard](#) (easy-read information explaining our advocacy) – **New!**
- [Impartiality explained](#)
- [Council for Disabled Children video explaining what information, advice and support services provide](#)