



Steering Group Meeting

Thursday 5th July 2024

Held virtually via Microsoft Teams

MINUTES

Attendees:

Amy Chivers, Parent (Chair)
Hannah Chandler, Parent
Karen Dudley, KCC Commissioner
Natalie Hanchett, Parent
Daniel Heard-White, IASK (Minutes)

Melissa Jones, 21 Together
Sharon King, Parent
Kerry Miles, IASK Service Co-ordinator
Siobhan Price, KCC Mainstream Inclusion

Apologies

Dana Aris-Carter, Parent
Claire Charlton, Parent Advisory Group
Becky Clark, Parent / 21 Together
Sue Gibbons, NHS Kent and Medway
Jan Gray, Parent

Emma Hanson, Commissioning Manager
Emily Jones, Commissioner for Social Care
Kayleigh Leonard, VSK representing young people
Fiona Pender, Space2BeMe
Katie Wicks, SNAAP

Item		Action
1.	<p>Welcome, introductions, apologies:</p> <ul style="list-style-type: none"> Karen Dudley is a commissioner within the Strengthening Independence service. Melissa Jones is a trustee for 21 Together. 	
2.	<p>Minutes of previous meeting (25th April 2024):</p> <ul style="list-style-type: none"> The annual report will be re-uploaded to the website now that the reference to an IASK staff member has been removed from one of the case studies. Kerry discussed barriers with Siobhan. Raising awareness of the service amongst parents of Early Years children was discussed. IASK has attended the SENCo conference and the SEND roadshows. The service also runs workshops on support in early years. Kerry invited suggestions for promoting the service to early years families. <ul style="list-style-type: none"> Paediatricians and GP surgeries could hand out IASK leaflets or send them electronically. Schools have previously been asked to provide information about IASK on their websites. Natalie Hanchett will be helping with the IASK Facebook Citizens Advice can signpost people to other services. The service could go to Family Hubs. There was a query during the previous meeting about presenting information on the number of EHCPs by area of Kent. The database that IASK use is not currently able to provide this information. Sharon found a link to a page on KELS I that shows data about the number of EHCP. Kerry to look into how to utilise this information. 	<p>IASK</p> <p>KM</p>
3.	<p>Service statistics:</p> <ul style="list-style-type: none"> The monthly service statistics were shared. There are usually around 30 to 40 people to call back each day. The service is busier than last year with a large increase in the number of emails. The service mostly offers video or telephone appointments. Face to face meetings will only be considered under certain circumstances. Kerry is currently in the process of recruiting a new Family Involvement Worker for the East Kent area. The number of health discussions has been low, Kerry is concerned the extension database where these are logged is being missed due to the increase in people contacting the service The students accessing the service by phase of education chart showed the number of early years and Key Stage 1 children has increased. This chart could be included within the annual report in future. The highest referral reason for the previous three months was 'appeals process'. There was a large increase in tribunal hearings during June. 	IASK

4.	<p>Commissioners review of the service:</p> <ul style="list-style-type: none"> • Karen is part of a service review of the IASK service with the aim of getting a three year service level agreement put in place. This should make service funding more secure. Karen is working with Alice Unsworth on this review over six months with the conclusion to be presented in December. • A questionnaire is being developed to send out to parents. They will need to speak with parents independently as this is an independent review • An EQIA document is being produced to explore the potential impact if changes were to be made to the service. • There will be a DPIA (Data Protection Impact Assessment) looking at the reasons for collecting data and how this data is protected. • Emily Jones is seeking volunteers to assist with a tender for the direct payments service. She would like to like to involve parents and young people in the evaluation panel. This will involve attending a virtual meeting during the first two weeks of October. The meeting will take less than two hours, Emily is aiming to have between three to eight parents attend. 	
5.	<p>Operation Plan:</p> <ul style="list-style-type: none"> • The video clips for the steering group induction are still outstanding. • The team have managed to attend most of the events IASK are invited to. • Kerry is exploring expanding the information on the IASK website by next March. She is hoping to work with Kent Youth Voice who have previously reviewed our website. • IASK delivered a workshop about review meetings to Post 16 students in a special school. The workshop was about attending your annual review, the purpose of the meeting and encouraging young people to engage more. <ul style="list-style-type: none"> ○ Kerry is planning to deliver the workshop to a younger group of students with some changes made following feedback. ○ It was suggested the workshop could be delivered in colleges and mainstream schools. • There was an appeal workshop that was by invitation only. The aim was to reduce pressure on the service however the session had low attendance. Kerry is looking at ways of delivering this workshop differently. 	
6.	<p>Dates of future meetings:</p> <ul style="list-style-type: none"> • The following future meeting dates were agreed: <ul style="list-style-type: none"> ○ Thursday 13th February 2025 at 10.30 ○ Thursday 22nd May 2025 at 10.30 	
7.	<p>Any other business:</p> <ul style="list-style-type: none"> • There is currently a consultation open about changes to the designation of special schools. It was clarified that children will not be moved out of their placement regardless of the outcome of this consultation. <ul style="list-style-type: none"> ○ Kerry will send round a link to this and also the consultation on children who are unable to attend school due to health needs. 	KM
Next meeting: Thursday 17th October 2024 at 11:00		