



RIASS Steering Group Meeting Minutes
Thursday 24th June 2021
Meeting held remotely

Attendees & Apologies

EB Emma Bell (RIASS Service Advisor) **CHAIR**
PM Parveen Mahal (Parent Representative / EPT Co-Chair)
VD Vivienne Doe (Parent Representative)
LL Louisa Leaman (Parent Representative)
Apologies: Marie Leeming, Penny Fordham, Lochy Viridi, Ruth Newell

Appointing a chairperson

EB - Hope everyone got the information sent out by Marie.
PM – think too much of a commitment for a parent to take up this role.
EB – moving forward wait to see if any applications.

Previous minutes

Facebook - Marie changed to RIASS
Nothing else from previous minutes.

Service update

Staffing

EB – officially started new role as Manager of service from 1st April 2021.
EB – reported that RIASS will be appointing a new Advisor from 1st July. Currently three people shortlisted. The role is for 30 hours a week to replace EB previous work.
EB - reported that ML is off on long term leave – not sure when returning to service
EB – thanks to the FIND team for offering some admin support for data updates, from Monday 28th May. Also thanks to FIND for AF support with minutes today.

Phone lines

EB – Closed the helpline due to capacity. EB linking into voicemail twice a day and getting back within 2 days.
PM – reported getting more calls coming through as a result, but signposting.

Tribunal support

EB - will be doing Tribunals still but this will be taken up by new Advisor in time.

Service report including termly report

EB - shared on screen (January – April 2021).

Key outcomes

- Supported 158 parents directly.
- Education top referrals, then second Health. Only closed 34 cases due to capacity.
- 1278 contacts (phone, email, meetings).

- Majority referrals level 2. (legal information) 47% tier 4 (tribunal cases)
- No complaints in April, but one complaint in May which was resolved.
- Parents using appeal letters provided more.
- Supported 35 Tribunals which is high. 21 were for secondary transfers. Only 7 went through to tribunals.
- Increase in health complaints. Two from RIASS were dealt with. Two complex NEETS cases

On course for reporting for October 2021

IASP Grant

Redbridge successful in getting 10k until next year.

EB - shared categories for bids. Look at minimum standards. Operational plan is achievable. EB - working with Havering for mutual support and attending joint meeting in August.

EB – in talks for a ‘Next step’ service as part of RIASS for supporting young people

EB – in talks for a ‘What Next’ service as part of RIASS service. Pre EHC advice for parents. **EB - sending proposal to commissioner of education for funding.**

Membership of Steering Group

PM – need more Parent/Carers on board as very professional heavy.

VD – need more reserve parents from mainstream and specialist schools.

EB - send advert to PM to share. Also, to speak with Adrianna at Hatton, Louise Parks, Cranbrook and Health team.

PM – to promote, also suggested promoting on social media.

Agreed that membership to increase by 2 spaces to increase parent/carer representation. LL – agreed to attend meeting with EB to interview potential parent members.

Other projects

- Proposal for Joint commissioning with Nelft
- EB - on advisory board for OOSS project
- Young cares project has started again. Great Evaluation results.
- Financial Management and Fraud information session for young people. A joint training programme with Havering. Sonia Edwards, commissioner for children, approached EB to deliver.
- Looking at Social Media/Youtube strategy to engage young people. Hopefully Youth Forum could start record videos.
- Potential summer workshop to promote RIASS or promotional day with SEN team.
- RIASS delivered successful session to the SEN Youth Forum. **EB to meet Forum in August to discuss review of SEN website.**

Website Feedback - Nothing to report

Any Other Business

EB delivered ‘choosing a school’ session which went really well. **Looking to run again in October 2021.**

Date of next meeting Oct 2021