

**RIASS Steering Group Meeting**

**Thursday 5th November 2020**

**Meeting held remotely**

**Attendees**

EB Emma Bell (RIASS Service Advisor) ***CHAIR***

CMC Carla Melis-Cornelius | CMC (SEN & Inclusion Advisor)

CW Clair Warner (Manager PD/Medical/SPLD/SERC SEaTSS Team)

AMC Ann-Marie Cryan (Educational Psychologist)

KC Karen Curran (Head of Early Years Advisory Service / SEYP Chair)

PM Parveen Mahal (Parent Representative / EPT Co-Chair)

VD Vivienne Doe (Parent Representative)

RN Ruth Newell (Redbridge Early Years Funding and Independent Advice Lead)

NRC Nina Rehal-Chohan (Sufficiency & Quality Officer) ***MINUTES***

**Apologies**

LP Louise Parr (CEO & Executive Head teacher Newbridge School / Astrum Multi-Academy Trust)

TW Tracey Wooten (Parent Representative)

KW Karen Wilson (Principal Educational Psychologist)

ML Marie Leeming (RIASS Support Officer)

LV Lochy Virdi (Parent Representative)

**Appointment of Chairperson**

* EB has shared information on the role of a Chair. No parent could offer to be considered for the role full time at this time. Agreed by all, including Parent Representative, that EB will chair the meeting today.
* **RN to share information from EB on the role of chair to distribute to parents within the Early Years (those accessing SEN Inclusion Support and those with EHCP).**

**Previous Minutes**

* **ML to resend intervention level document to steering group members**
* Keyword search on website was considered, however the cost is prohibitive

**Minimum Standards**

* Minimum standards were shared and queries invited from members by EB.
* PM asked whether opening hours affected. Although there was a telephone closure at the start of the COVID pandemic, this is now available at the usual opening hours of 10.00am to 2.00pm.

**Service report**

* Copy of report card shared for summer term in the latest SG meeting invite, confirmed as received.
* Trends included COVID, benefits advice, annual reviews, requesting of EHCPs.
* EHCP assessment request acknowledgement letters now include RIASS details and this has led to a positive increase in referrals.

**Grant**

* The grant for this year is providing funding for a RIASS Service Advisor post, as per next update

**Staffing**

* Despite difficulty, the service has successfully recruited to the RIASS Service Advisor post and the successful candidate will be starting 23rd November 2020
* Following limited applications during recruitment, the Service Co-ordinator post remains vacant

**Website**

* EB reported that the website had over 100 hits last month and slightly lower this month
* Feedback on the website has been very positive
* **EB to write a page on EP Assessments and include EP involvement - this is what they do and this is why they might be involved. This page will then be uploaded onto the website**

**Sub Committees**

* EB asked group if anyone felt the need to arrange any sub committees at this point
* PM confirmed she would like to discuss with EB after the meeting

**Information Sessions and Training**

* **CW and KC to liaise over survey questions being sent out** to families on common questions from parents and training needs – there was discussion over using an App called Note Jot. **CW to send link to app to**

**EB & KC**

* There was discussion over publicising and raising awareness of RIASS as PM raised not everyone was aware of the service.
* Some families are finding remote learning from schools inconsistent during isolations which is proving difficult, stressful and ineffective. CW confirmed that those with EHCP who are isolating are now made known to SEaTSS by schools so that they can follow up with families. If parents/carers have concerns they can liaise with SEaTSS and RIASS. RN confirmed similar process in place for Early Years children
* **EB to share RIASS training with other teams so they can share more widely**
* Another idea was to use various parent WhatsApp groups as they are a great way to share information and training to families

**Date of next meeting**

* To be arranged for February 2021