



RIASS Steering Group Meeting 24th June 2020 Meeting held remotely

Attendees

- Emma Bell (RIASS Advisor) **CHAIR**
- Marie Leeming (RIASS Support Officer)
- Carla Melis-Cornelius (SEN & Inclusion Advisor)
- Karen Wilson (Educational Psychologist)
- Karen Curran (Head of Early Years Advisory Service / SEYP Chair)
- Lochy Virdi (Parent Representative)
- Parveen Mahal (Parent Representative)
- Ruth Newell (Early Years Funding and Independent Advice Lead) **MINUTES**

Apologies

- Louise Parr (CEO & Executive Head teacher) – Newbridge School / Astrum Multi-Academy Trust
- Clair Warner (Manager PD/Medical/SPLD/SERC SEaTSS Team)
- Tracey Wooten (Parent Representative)
- Louise Parr (Headteacher of Newbridge Special School)

Appointment of Chairperson

- Emma requested volunteer to chair today's meeting, however with no volunteer Emma agreed to chair the meeting
- Emma discussed the need for a Chair for the Steering Group. **Emma to share information on what being Chair involves to parent representatives**

Previous Minutes

- Parveen raised that the EPT training provided was a more robust and full day course and therefore didn't feel this is a duplication. Agreement that the timings could be considered in future
- **Marie to share the intervention levels document again**

Minimum Standards

- Emma explained the role of Steering Group as a critical friend and how the minimum standards can be used as a starting point for querying whether RIASS are meeting the requirements

Website

- Parveen suggested a keyword search – **Emma to investigate if keyword search is technically possible**
- Carla asked if there was a link between Local Offer and RIASS website. This is available however Marie will be adding a useful contacts page within the RIASS website which will include EPT and Local Offer

Early Years

- Carla feels that an increased presence within Early Years would be beneficial – for example liaison with early years PVI settings on the services available to families
- Emma confirmed that at stage of assessment RIASS information is now included in the letter from EHC team
- Karen C agreed that where children are refused assessment that RIASS details can be on the letter sent to families and that RIASS can be added to the Early Years Local Offer page

- Emma confirmed that early years' presence on website is currently not sufficient and will be improving
- Carla confirmed that she provides training to settings on preparing for assessment and it would be useful to complete this in partnership in future

Monitoring

- Emma confirmed that the report card will be reviewed within the meeting from the last complete term, on this occasion spring 2020
- Query raised on trend with EHCs – Emma confirmed that this has improved and several members of the EHC team have provided great support on cases with RIASS and worked well in partnership
- It was queried if it would be useful for a SEN representative to attend steering group, however it was established that this was not possible due to arms-length nature of the service. They can however be invited on occasion and do meet separate to steering group to work in partnership

Grant

- RIASS were successful in a grant application through National Children's Bureau for IASS services. This is to directly support increased capacity and progression of service development
- RIASS are required to report progress regularly to NCB to receive the grant and the first report is due on 6 July

Staffing

- RIASS are currently recruiting to 0.6FTE Coordinator post and an additional 0.6FTE Advisor for the remainder of this year

Website

- The team have received positive feedback on the new site from families and professionals
- 600 visits in the first week
- There are some pages which are required to be added, including Early Years, Social Care and a dedicated page for Useful Contacts. Complaints procedure will also be added to 'About us'

Coronavirus 2020 Act

- Lots of queries have been received during the recent education closures, including attendance for children with EHC, Free School Meals and Personal Budgets
- Weekly newsletter was started with this going to over 500 parents and update on Facebook
- Telephone helpline has not been available due to IT limitations; telephone support has continued to be available to families throughout
- Families now able to reach by phone but this does mean voicemail not available, again due to IT limitations

Sub Committees

- It was suggested previously that there would be sub committees for several areas such as policies, leaflets and information sessions.
- Leaflets are no longer going to be made available as the website enables information within each web page to be printed as a separate leaflet
- Policies are due to be reviewed in summer and will be shared in advance of Steering Group
- Agreed by Steering Group that reviews will continue to be within the main meeting
- Emma will send a draft of the Early Years Website page to Karen to complete this together.

Date of next meeting

- To be arranged for October 2020

