



RIASS Steering Group Meeting
25 February 2020
Ray Lodge Children's Centre, Ray Lodge Road, IG8 7PG

Attendees

- Viviane Doe – Parent representative **CHAIR**
- Marie Leeming (RIASS Support Officer)
- Emma Bell (RIASS Advisor)
- Nikki Hill (RIASS Administrator) **MINUTES**
- Tracey Wooten – Parent representative
- Ruth Newell (Funding & Independent Advice Lead) – London Borough of Redbridge Early Years
- Karen Wilson (Principal Education Psychologist) – London Borough of Redbridge Educational Psychology
- Ceri Molyneux (Early Years Advisory Teacher) – London Borough of Redbridge EYASS

Apologies

- Louise Parr (CEO & Executive Headteacher) – Newbridge School
- Sue McMahon (Acting Head of Service) - London Borough of Redbridge SEaTSS
- Clair Warner (Medical Manager) – London Borough of Redbridge SEaTSS
- Carla Cornelius (SEN Inclusion Advisor) - London Borough of Redbridge Access & Inclusion
- Lochy Virdi – Parent representative
- Parveen Mahal – Parent representative

Documents

- Minutes of last meeting; Agenda; Steering Group Report; Operational Plan; Draft RIASS Early Years Leaflet; Draft RIASS Co-production Meetings Leaflet

Appointment of Chairperson

- RN discussed the role of the chairperson and that it was not filled at the previous steering group meeting.
- We were again unable to appoint a permanent chairperson for the Steering Group, however Viviane Doe (Parent representative) agreed to act as chair today in a temporary capacity.
- VD wished to audio record the meeting for her own notes, this was agreed by all.

Previous Minutes

- All agreed as correct

Monthly Monitoring

- EB went through the data collected each month from November 2019 to February 2020.
- Discussed the report and figures and explained levels and tiers, it was agreed that collecting more meaningful data allows us to identify trends and move forward with the service. **ML to share details of intervention levels with Steering Group.**
- The service has had no complaints and positive feedback on evaluation forms.
- It was explained that the main concern is that the service needs to be there as a preventative measure for families, rather than when they have hit crisis level.

Self-Assessment

- Self-Assessment has been completed by Rosemary Kew who is providing support to the service for the grant funding, in the form of a RAG rating against the national IASS Minimum Standards
- Link to short CDC training explaining what an IAS Service can provide to be circulated to all members of the group
- It was agreed that CCG's should have some involvement in the commissioning of the service. **KW to consider the possibility of getting someone involved or providing a name.**

Staffing

- ML and EB are still in temporary roles with additional responsibilities.
- EB is leading on complex cases, increasing service reach with initial priority to Early Years and YP.
- It was stated that Amanda Ridgwell has now left the service and the Coordinator role is currently vacant.
- ML takes on an advisory role and is leading on database and website development. Additional admin cover is now in place on a temporary basis.
- Proposals currently being considered for staffing structure from April 2020 with the permanent roles unaffected. RN confirmed existing structure is 1.0FTE Coordinator, 1.0FTE Advisor and 0.83FTE Support Officer. An update will be provided to the SG at the earliest opportunity.
- Going forward RIASS will be recruiting 2-4 volunteers with a very specific role on working with Parents, Carers and Young People on capturing their views.
- RN confirmed that a bid is being submitted this week for new grant funding
- Priority to ensure impartiality and improve the governance and accountability of the service. This includes establishing the steering group.

New Logo

- RIASS now has a new logo and this is being added to all leaflets and paperwork.
- Going forward RIASS will look different – new logo, leaflets will have new livery, independent website etc.

Website

- ML gave an update on the new website.
- The new test site will be ready shortly. We are hoping that this will give everyone more access to our services, future events, useful links, etc.

Volunteers

- EB is currently supporting the recruitment of 2-4 volunteers for the service.
- Adverts have gone out to New City College; Redbridge Institute and Citizens Advice. EB confirmed that RCVS has not yet been contacted but this is a possibility in the future.
- **EB has confirmed that no response from the advert itself and will be re-sharing information.**

Feedback

- The service has received complimentary feedback.
- 4 trends have been noted since November.

Service Leaflets

- EB confirmed that importance should be placed on content and not layout during discussions as they will be updated to reflect new look.
- TW provided feedback from parents not in attendance on the Co-Production leaflet, specifically that there should be more emphasis on section B and not section F.
- Discussion took place about section B not being able to be amended in Co-Production as reliant on the advices provided by professionals in advance of this meeting. It was raised that RIASS could discuss whether parents are given this information far enough in advance of the Co-Production meeting in case it causes concern. It was also raised that if this is the case that a leaflet for parents around section B and who is responsible for each area could be provided as well.
- Concerns raised that language used may be confusing for parents with EAL.

- Mistake on Co-Production leaflet stating that Schools/Colleges should be named in Section F – this should be amended to Section I.
- **EB and CM to discuss EY leaflet outside of the Steering Group.**

Reviewing Group

- It was felt that a separate reviewing group to look at and approve documents would be beneficial to save time at Steering Group meetings. This will be a key focus for the strategic lead within the team next financial year.

Workshops

- These were successful, although the turnout for one session was lower than hoped due to duplication of training with another service.
- EB confirmed discussions would take place with EPT representatives to ensure that there is no duplication of content or clash of timings for future courses.

AOB

- Date for next meeting to be scheduled.
- Agreed by members that a Wednesday would be best and to avoid Tuesday and Thursday.