

April 2021

Making Meetings Matter

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SENDIASS



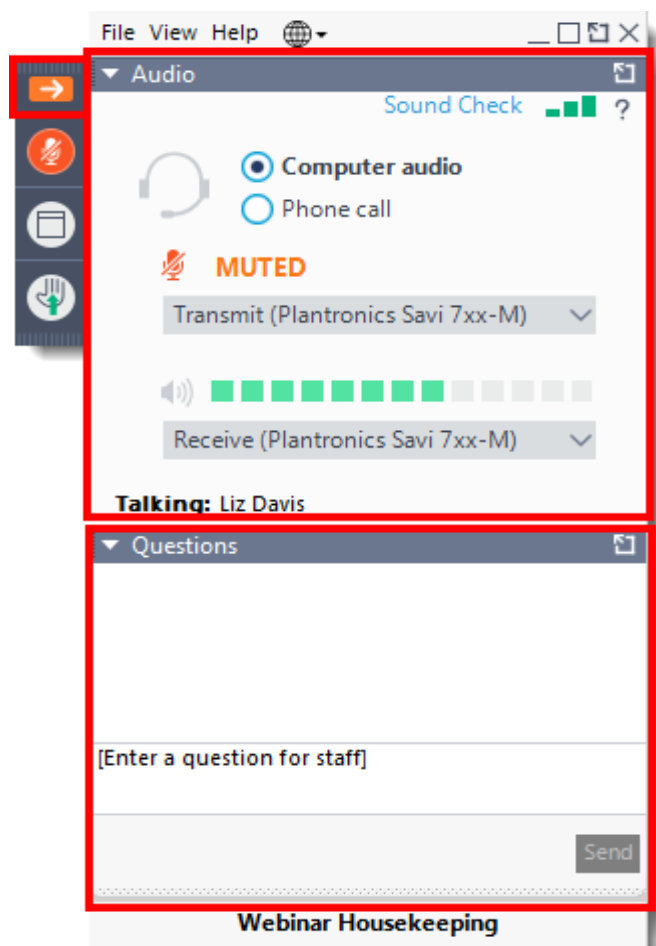
Today's webinar

- Welcome! Today's webinar is being hosted by HPCI (the parent carer forum for Hertfordshire) and delivered by Kaylie Wildash from the SENDIASS team
- HPCI's main role is to influence the development and improvement of services for children and young people with SEND aged 0-25 years in Herts by representing the views and experiences of their parents and carers at a strategic decision making level.
- Make sure you add your voice and join our parent carer network – details about how to do this are at the end.

Today's webinar

- Here are a few housekeeping items to help you during the webinar.
- The webinar will be recorded and may be made available for others online at a later date.
- You will be on mute during the session but you can ask questions in the control panel on the side.

The control panel



Open and close your control panel using the orange arrow button at the top left.

Audio: you will be muted so you won't need to use this section.

Submit questions and comments via the Questions panel please don't name your child or their school/education setting

If you don't want your questions shared more widely than the attendees today, please let the meeting organizer know.

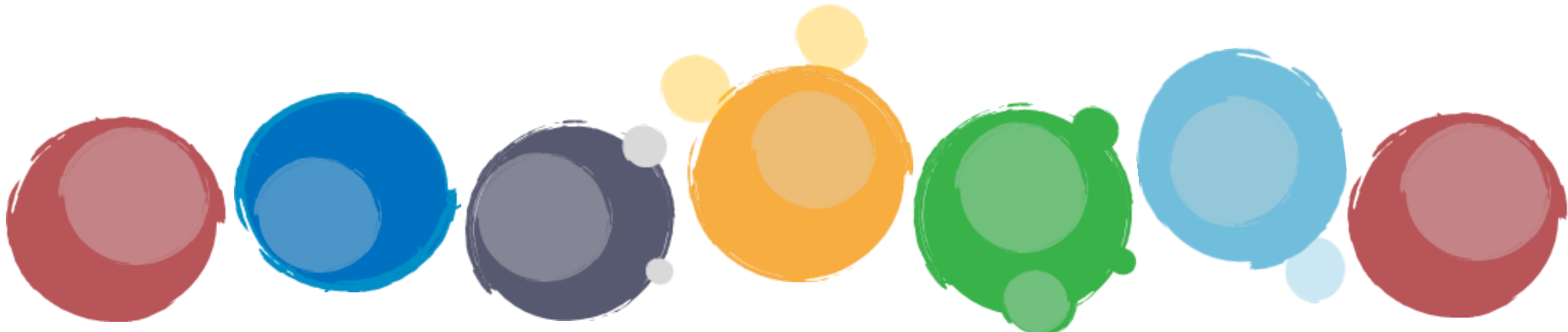


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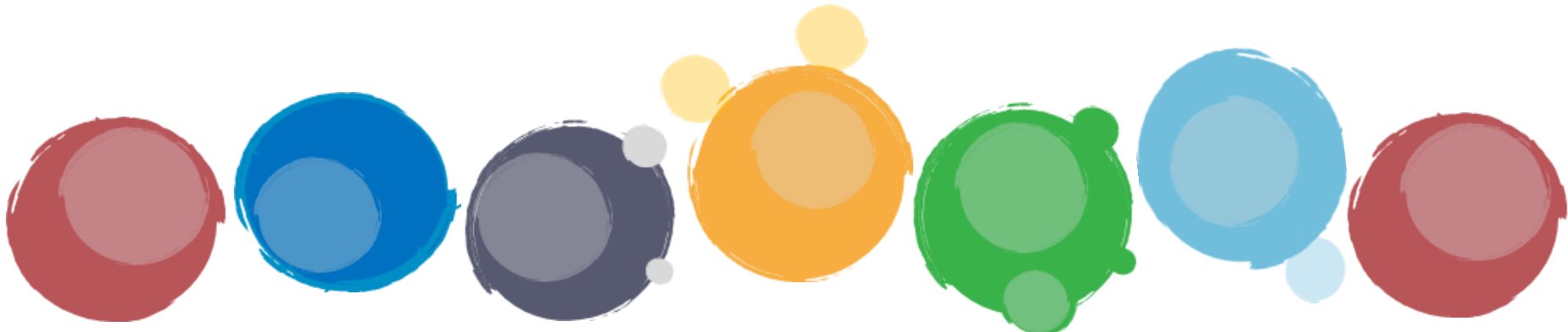
What is SENDIASS?

The **S**pecial **E**ducational **N**eeds and **D**isabilities **I**nformation, **A**dvice and **S**upport **S**ervice provides **impartial** and **confidential** information, advice and support to parents and carers of children with **Special Educational Needs and Disabilities (SEND)**, and young people and children with **SEND** aged 0-25.



Aims of the Session

- Understand how to prepare for meetings with professionals
- Develop communication skills in face to face and virtual meetings
- Feel more confident and empowered in being part of decision making for your child



Making meetings matter

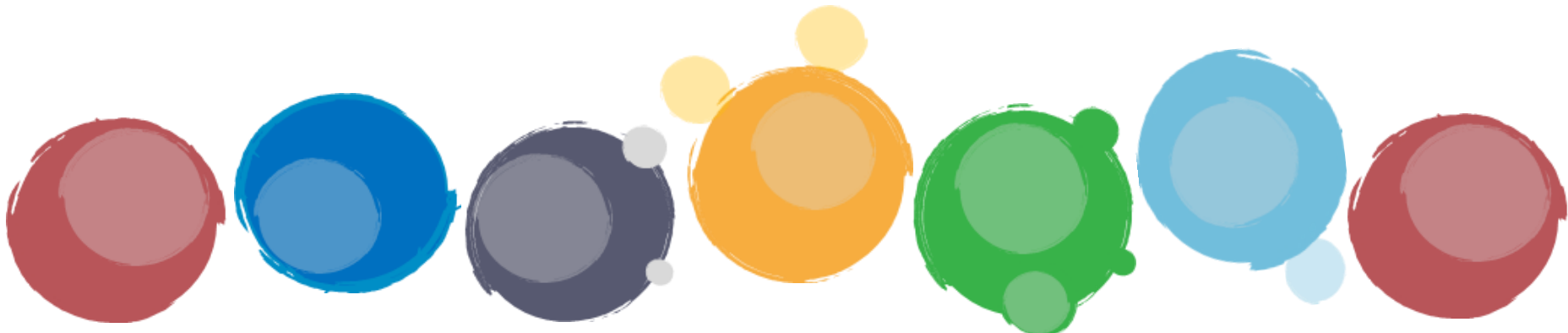
Meetings may include discussing:

- your child's progress
- how any special educational needs/disability needs your child may have are being met or what the plans are for supporting them
- your child having difficulties
- your child's behaviour, how it is being managed and the impact on their education.



How to organise a meeting

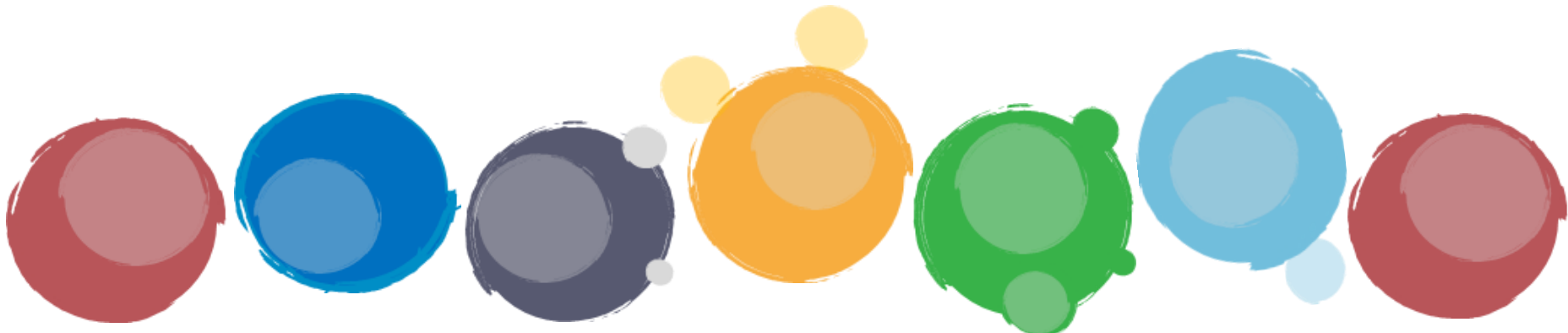
- Arrange the meeting yourself by calling, emailing or writing to the relevant professionals
- Ask school or other professional to arrange



Online meetings

Things to consider before you start an online meeting:

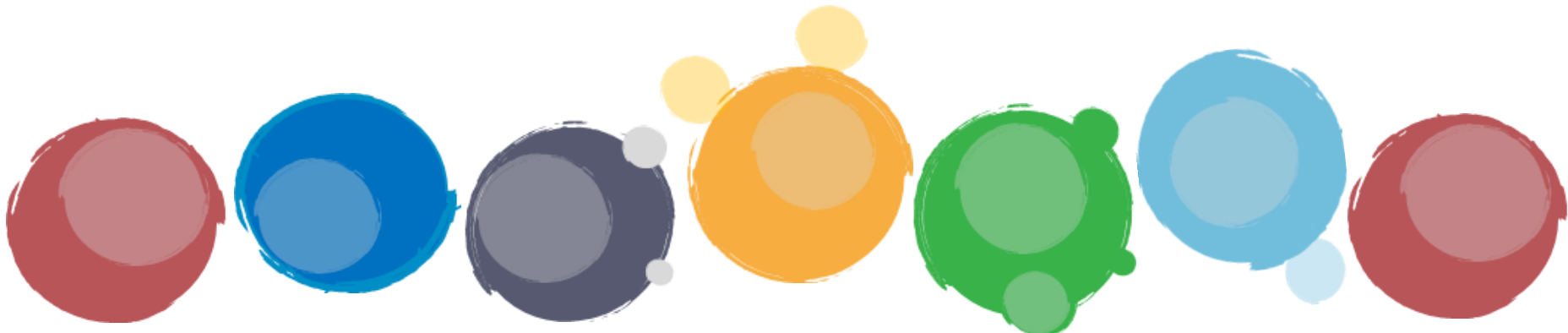
- Camera on or off and its position
- Practice using the software beforehand
- Consider your lighting and position in the room
- Mute yourself when not talking
- Minimize distractions around you



Face to face meetings

Things to consider before you attend a face to face meeting:

- Your journey & parking
- Timekeeping
- Where will you sit?
- Taking support with you



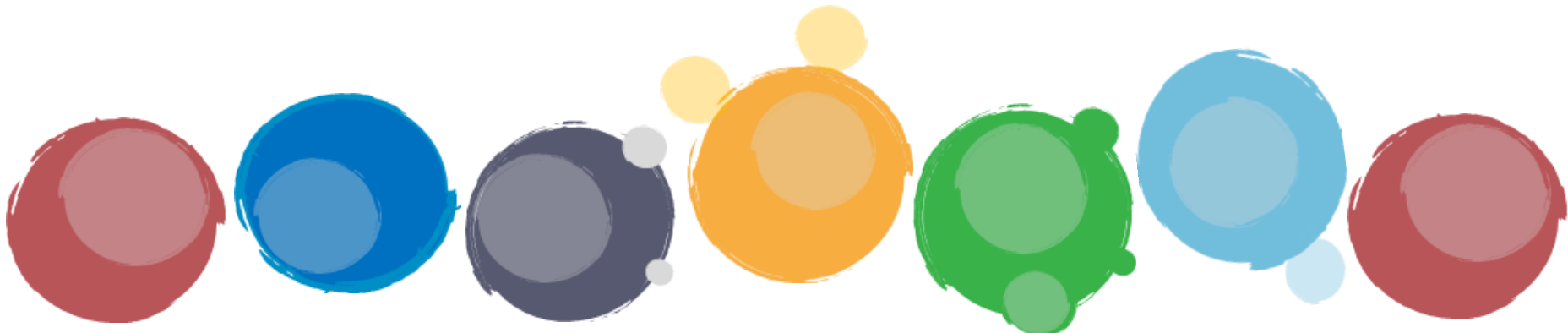
Preparing for the meeting 1

- Who is going to be there?
- What's going to be discussed?
- Where and when will the meeting take place?
- How long is it expected to run for?

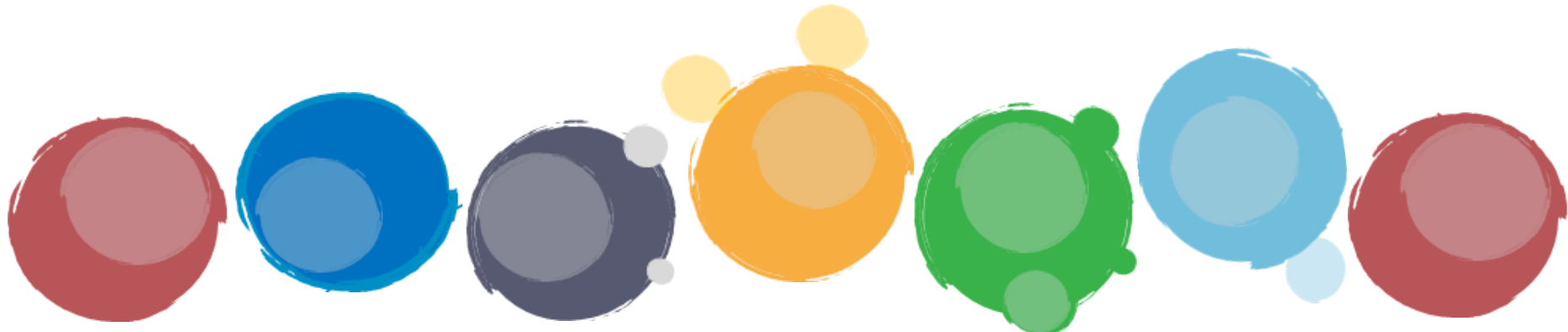
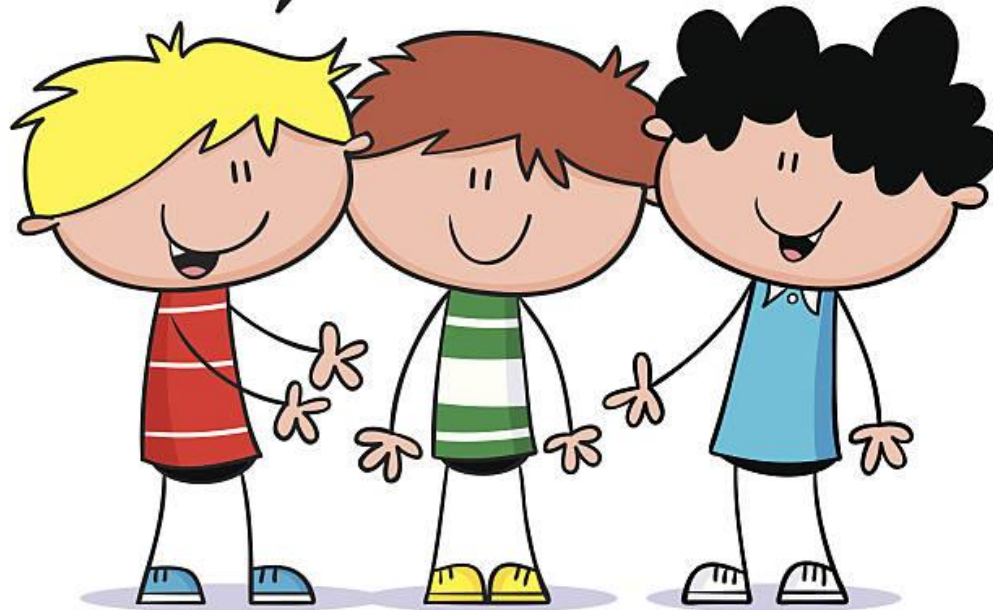


Preparing for the meeting 2

- Will your child attend the meeting? (Section 19 Children and Families Act 2014)
- Take a photo of your child
- Be informed
- Stay focused
- Write a list
- Reports or new information
- Outcomes



Your Child's Views



During the meeting

- Take Notes
- Ask who everyone is
- Introduce yourself and your child
- Relevant documents
- Ask for clarification
- Be clear on the Actions
- Agree a date/time for follow up



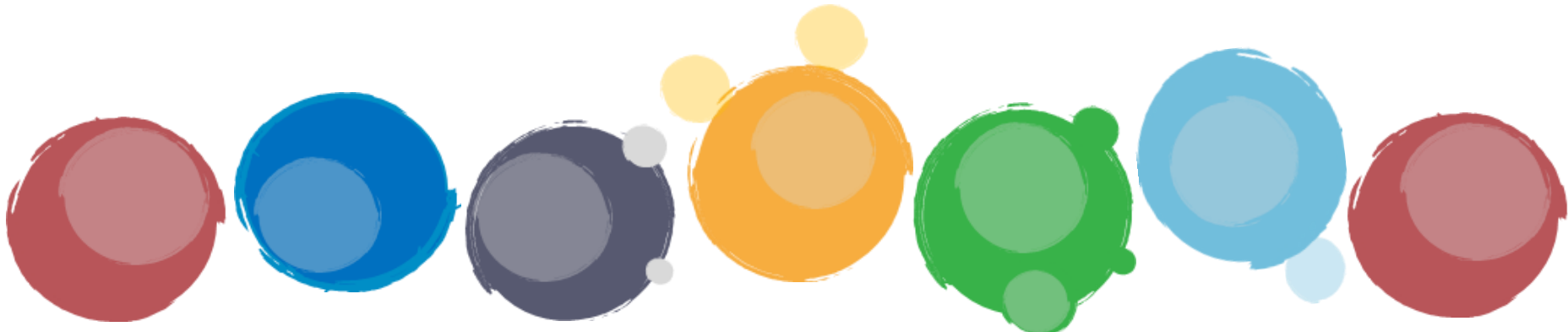
Meeting tips for you

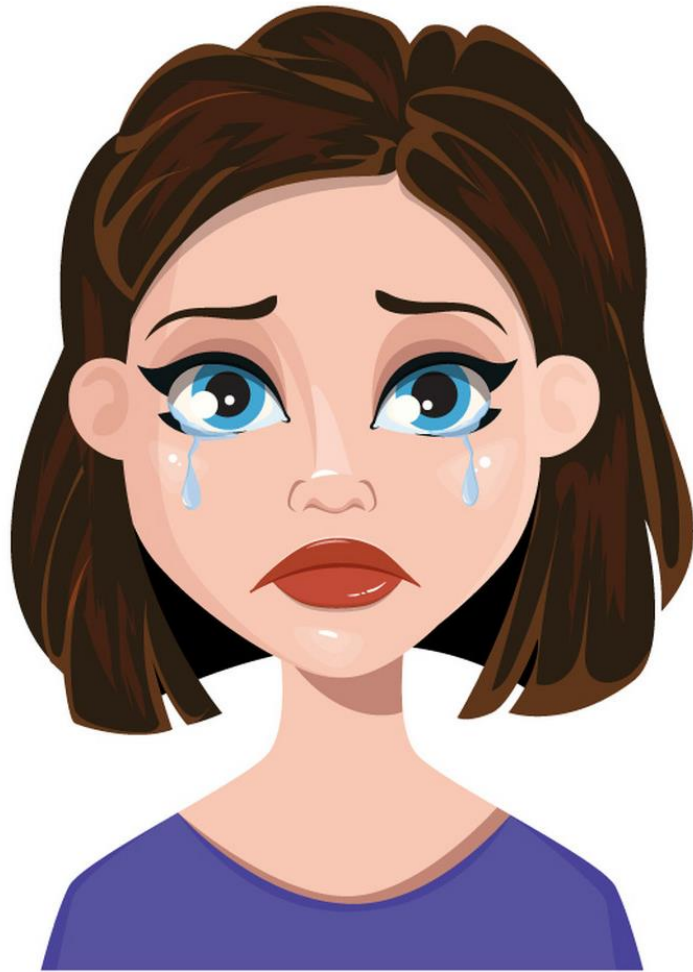
- Be realistic
- Stay focused
- Tick off your points & questions
- Be prepared to negotiate
- Keep an open mind
- Actively listen
- Take your time



After the meeting

- Ask for copy of actions/agreement
- Date for next meeting
- Keep your paperwork safe
- Talk to your child/young person





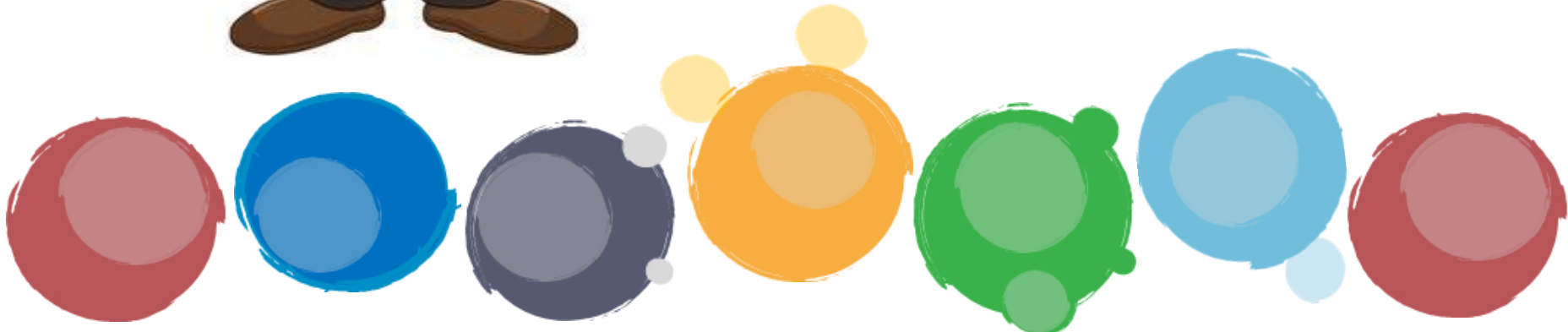
**What
happens
if I get
upset or
cry?**



Assertiveness – what is it?



Assertiveness allows us to take care of ourselves and is fundamental for good mental health and healthy relationships



Example of Assertiveness

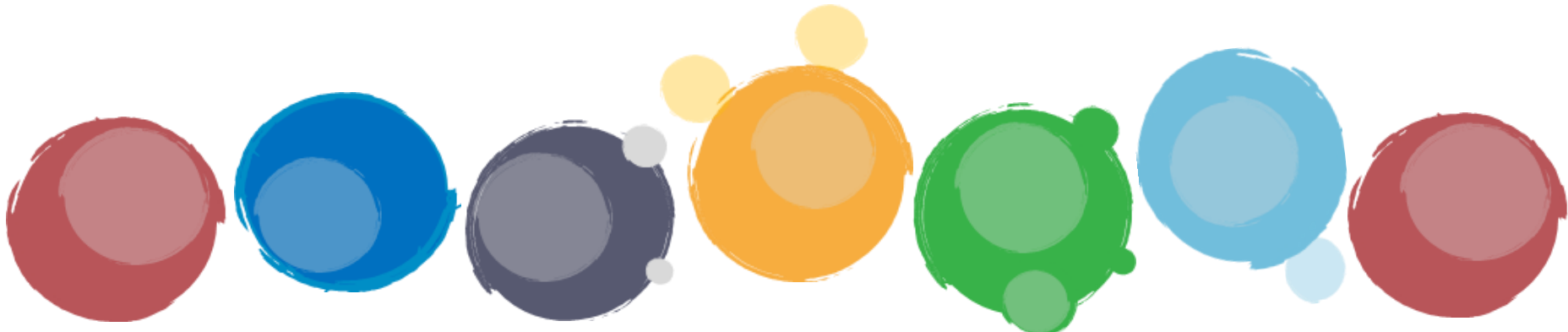
Professional:

“We are holding a meeting to review Mohammad’s support needs at 10am tomorrow and we’d like you to be there”



Being Confident

1. I understand.....
2. I feel.....
3. I want.....
4. Can you see my point of view?



**Take
your
time**



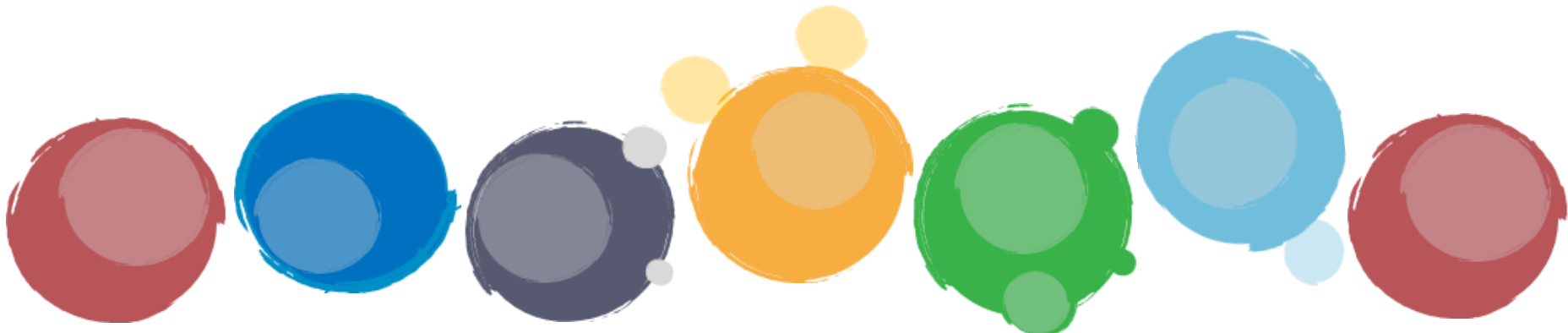
How to contact SENDIASS



01992 555847



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Questions

