

Chairing a Review Meeting for an Education, Health and Care Plan:

August 2014

About this guidance:

This guidance provides a suggested approach for chairing annual review meetings, it is not the only way to chair these meetings and each meeting should be individualised for the child, young person and their family.

Expiry or review date:

This guidance will be kept under review and updated when necessary.

Which legislation does this guidance refer to?

- Special educational needs and disability code of practice: 0 to 25 years (July 2014, DfE & DoH)

Who is this guidance for?

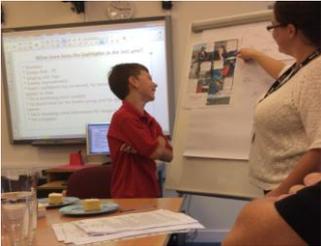
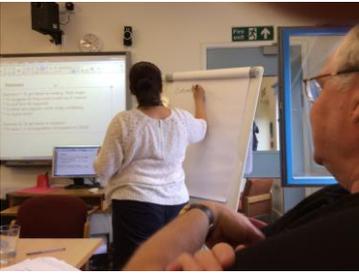
- Head teachers, senior teachers and SENCOs

Prior to the meeting

 <hr/>	<ol style="list-style-type: none"> 1) Check who will be attending the meeting 2) Re-read the statement / Education, Health and Care Plan and all supporting documents 3) Make notes of any questions you want to ask or any missing information. 4) Check whether the child or young person will be present at their meeting and how they wish to present their contribution. Support the child / young person's involvement in the preparation for the meeting, e.g. writing invitations, making refreshments 5) Check the room for the meeting is booked (if necessary) and the all equipment / refreshments needed for the meeting will be available.
 <hr/>	<p>Speak to the family about the meeting</p> <ul style="list-style-type: none"> • to check that they are prepared for the meeting • check key issues • to find out if there is anything in particular they wish to discuss at the meeting

Chairing the meeting

Agenda for the meeting

	<p>Arrive in plenty of time to set up the room, equipment needed and ensure the refreshments are ready.</p> <p>You may also want to rescan the documents again to remind you of any key issues you need to cover in the meeting.</p>
	<p>The child or young person may wish to welcome everyone to the meeting themselves / welcome everyone to the meeting and explain what will happen and what the purpose of the meeting is.</p>
	<p>Ask everyone present to introduce themselves to the child, young person and family, giving their names and how they are involved with the child, young person or family.</p>
	<p>Start by sharing the child, young person and family's contribution with a particular focus on their highlights in the last year, their successes and achievements and what they want from the future.</p> <p>A few children may wish to leave the meeting after this.</p>
	<p>Then work through the sections on the agenda (Part 5.2 on the Education Health and Care Plan)</p> <p>You may wish to prepare contributions that have been made prior to the meeting on a powerpoint or flipchart and then record additional contributions on a flipchart which allows everyone attending the meeting to see what is being recorded.</p>
	<p>Setting Outcomes: the role of the chair is to facilitate the child, young person, family and professionals involved in deciding robust outcomes. These need to be based on the previous discussions and should be broken into achievable steps. Ensure that there are clear actions to say what is going to happen and who will do it.</p>

	<p>Conclude the meeting by thanking everyone for their contribution and explain what will happen next.</p>
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Some general points to remember when chairing the Co-ordinated Assessment Meeting:

	<p>Throughout the meeting ensure all the people present have the opportunity to contribute, particularly the child, young person and family</p>
<p>my way your way</p> 	<p>Ensure any difference of opinion is recorded.</p>
	<p>Ask if the parents are happy if the MSP / EHCP is registered with children's advice team. Explain that the content of the plan will not be held, just the knowledge that there is a plan and the name of the lead practitioner. This is to enable practitioners to find out who else is involved with a child, young person and their family. Parents or young people will always be asked for permission before the contents of the plan are shared.</p>

After the review meeting:

	<p>Update the Education, Health and Care Plan and submit with the appropriate documents to the SEN Team on SENdept@york.gov.uk within 2 weeks of the review meeting.</p>
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