

Minutes of Chesterton Primary SENCo Cluster Meeting

Date: Tuesday 9th May, 2017

Venue: Chesterton Primary

Time: 13.30- 15.00

Apologies: Present: Register attached

Items discussed:

Action Points: arising from 7.2.17

- **Register codes (see below)**
- 1. For children with SEN who have a My Plan or My Plan+, schools that use SIMS should notify the LA by coding as K (SEN Support) and then use the sub codes MP/MPP.
- 2. For schools that don't have SIMS and for children with a My Plan or My Plan+ that don't have SEN, schools need to follow the notification process provided by the Families First Plus teams. These would not be recorded on SIMS as they have not been identified as requiring SEN Support.
- 3. Some children will have SEN and other additional needs. These children won't have 'education only' plans and may need help from the Families First Teams and allocation meeting to get support for the other additional needs identified. In these cases, Schools' need to record on SIMS as per 1. above and would also need to notify the FF+ Team as per 2. above.

National/local initiatives, policies and procedures: (see attached)

- Local , National updates delivered (see attachments)
- Deborah Shepherd (EPS) shared information re forthcoming EPS training course's.
- Listening in to Action project update delivered (see attached)
Action point; schools advised to check their school website around Local Offer and their SEND information report etc. Vanessa Grimshaw /SEN Monitoring team is in the process of developing advice to support SENCO/SLT with this- to be circulated asap

Networking/CPD activity focus share SEN resources/ideas/policy and process deferred till next meeting-

Meeting dates for 2017 -18

These were agreed – see table below

Meetings will take place at Chesterton, from 1330-1500pm. It was agreed to stagger the meeting day to enable more people to attend.

Autumn	Spring	Summer
Wed 5 th October, 2017	Tues 6 th Feb, 2018	Wed 9 th May, 2018

AOB

Thanks to Lisa Kingston, Chesterton for hosting and agreeing to host SENCO Cluster for 2017-18

Next meeting date; Wed 5th October, 2017

