

Making Meetings Matter

Before the meeting

- Find out who will be at the meeting.
- You may like to bring a friend or relative for informal support (It's helpful to let the school know).
- Ask if there is any new information that will be shared at the meeting that you can read beforehand.
- Think about what you would like to get from the meeting. Is there any information that you need?

Make some notes to help keep you focussed including:

1. Your key questions/concerns (use the SENDIASS Meeting Planner)
2. Any positive ideas you may have yourself?
3. Any strategies which are likely to make the situation worse or better?
4. Your emotions are likely to be raised because this involves your child but remember the meeting will go better if you remain calm.

During the meeting

- Make sure everyone introduces themselves and you are clear about their roles and responsibilities.
- Check the finishing time of the meeting.
- If anyone is going to take notes, ask for a copy or take your own notes. Action points particularly should be recorded and agreed before the meeting ends.
- If anything is said which you do not understand, ask for an explanation.

Try to focus on solutions, you could use questions such as:

1. What can we do to move this forward?
2. Is there a strategy which could be put in place?
3. Do you have any ideas of what could help? What could make this better?
4. What support could the school offer?
5. What could I/we do to support?

- If your concerns have not all been discussed ask how this might be followed up phone call, email, or further meeting?
- Agree a date to check on progress and ask for the name of someone you can contact in the future.

After the meeting

Following the meeting you should know.....

- Who is going to do what and when?
- How the action points are going to be reviewed.
- How any other issues are going to be followed up.
- Who to contact if you have any questions.

If after the given timescales, the situation has not improved:

- It may be that the strategies in place are not successful and that something else needs to be tried.
- It may be that agreed actions have not happened.

If you are not happy, speak to:

- The Headteacher and, if you still feel unhappy, you can ask to see or speak to a governor or governors at the school.
- The setting will have a complaints policy for when you want to take things further.
- You can also contact Durham SENDIASS for further information, Advice or Support.

Disclaimer: Durham SENDIASS has made all reasonable efforts to ensure that the information contained in this leaflet is accurate and up to date at the time of publication. It does not constitute legal advice and Durham SENDIASS cannot accept any responsibility for any loss or damage suffered as a consequence of any reliance placed upon it.

August 2023



Use this side of the leaflet as your meeting planner

What is working well for your child?

What are you worried about or is not working for your child?

What do you think will help your child?

Agreed actions from your meeting.

DATE AND TIME OF NEXT REVIEW: