

Making Meetings Matter

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:
 - What can we do to move this forward?
 - Is there a strategy which could be put in place?
 - Do you have any ideas of what could help?
 - What could make this better?
 - What support could the school offer?
 - 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.

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

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 Head teacher and, if you still feel unhappy, you can ask to see or speak to a governor or governors at the school.

The school will have a complaints policy for when you want to take things further.