



Minutes

Inclusion Group: 30 October 2018 8am-9.30am, Valentine Primary School

Present:

Liz Filer	Jane Smith
Jo Egerton	Marie Bishop
Jackie Hurden	Damian Pratt
Bryony Marshall	Amanda Welch
Becky Dinnage	Alison Parsons

Apologies:

Billy Davis
Ian Howie

1. Welcome

Liz Filer welcomed everyone to the meeting.

2. Minutes of last meeting

Agreed.

3. Conference

- Approximately 100 responses to date with at least 25 schools attending, including some secondary schools who have not previously attended.
- Information has been distributed in Southampton. Hampshire information to be sent out 2nd November. Information to be redistributed to primary heads by Liz. Alison to send out to the secondary heads and special schools.
- Schools need to complete survey monkey to select their workshops as some are proving popular and will close once they reach maximum numbers. This year the conference is being represented well by the University of Southampton and CAMHS.
- LA have not yet responded to the invite, Liz Filer will invite them again and resend the programme. She will also invite Councillor Paffey.
- Graham Wilson (Head at Bitterne Park Secondary) has kindly agreed to open the conference.
- Facilitator roles allocated to Inclusion Group team. Jane will send this information out so members can complete survey monkey.
- No update on finances currently. Need to purchase license to show the 'Silent Child' film. This will cost approximately £150. Once delegates have watched the film, feedback forms will be provided for them to complete.
- Jigsaws: Jane has purchased 4 x 100 piece animal themed jigsaws. These will be signed by Chris upon arrival (Amanda and Liz to greet Chris). The puzzles will then be broken up and delegates will be asked to write a pledge on the reverse side of one piece, detailing how they would support young people with autism after the conference. One puzzle piece will be chosen at random. Following the conference, Liz will co-ordinate each of the puzzles being made up, mounted and framed. This will then be given to the winning schools.
- Talking points: It was agreed that the Top Ten Inclusion Truths should be displayed. Each A3 poster will have one 'truth' with space around it for people to



comment using a sharpie pen and will be displayed around the refreshment areas. Alison to co-ordinate having each 'truth' put into a speech bubble to display on both sides of the toilet door as a talking point with #ptsaic2019 also included in the bubble so delegates can tweet throughout the day.

- Jane to liaise with Gemma Fuge to add tweet #ptsaic2019 to the poster. Team can start to tweet now.
- Evaluation form: This is useful as it helps inform the next conference. It was agreed that the same format as last year would be used. Jane to purchase sweets so each candidate receives a sweet in return for their completed form.
- Autistic Society have requested a double stall and have asked if they can invite parents to fill any remaining spaces.
- Lots of courses are currently being cancelled due to lack of delegates so well done to everyone for co-ordinating an event that is still well attended, despite current challenges.
- **Actions:**
 - LF to contact LA and Councillor Paffey again
 - Preparation of talking points / posters / bubbles. (LF / AP)
 - Chairs – check fire regs for maximum number of delegates. (AP)
 - Catering – check with Gemma Fuge that this is in hand (JS)
 - Damian – parking duty
 - Pre-school, farm etc – Alison to liaise
 - Check if Chris intends to sell books (JS)
 - Amanda – check with Chris that he is happy to sign the puzzles; check policy on selfies, riders and consult on press release.
 - Following conference – produce a leaflet on supporting pupils with autism (Inclusion Group Team).

4. Changes to PHIG:

The PHIG meetings will now be in two parts: 1st – compass admissions, this part will be attended by all representatives. 2nd part – problem solving and action planning. This will be attended by a select group to problem solve specific individuals. Schools can refer pupils and attend to be part of the problem solving process. PHIG meetings will now take place at Valentine Primary School in the Community Room. Liz will email Bryn to ask him to circulate PHIG dates.

5. EHCPs:

Liz to generate survey for schools with details of EHCPs. Jackie has distributed the Admit 5 document. Currently there is an estimated 1.7 million deficit in the high needs block. Schools would like clarity over the funding of the first 12 hours. A guidance leaflet from the LA would be useful for schools.

Date of next meeting: Thursday 6 December 2018, 8:00am @ Valentine Primary School