

NE Lincs SEND weekly parent/carers meeting

Terms of Reference

How do I get onto the parents weekly Microsoft Teams meeting?

Microsoft Teams is a web application that can be easily downloaded onto your mobile device or desktop. It can also be accessed from your browser.

When you tell someone from our team that you want to join the parents weekly meeting they will send you a calendar invite.

This invite will go to your inbox. Once you respond to us with 'accept', 'decline' or 'tentative' and 'send response', 'edit response before sending' or 'do not send a response' the email will disappear from your inbox.

If you 'accept' the meeting or choose 'tentative' the meeting will now appear in your calendar.

Remember: you won't see the link to the meeting in your inbox anymore. It will be in your calendar.

Click on the meeting in your calendar which is on Wednesday morning every week during term time.

Select 'Join Microsoft Teams meeting'.

If you have the app, you will be taken straight to Teams, or you can select 'Join from browser' where you type in your name and can then proceed.

You will then go to the meeting 'lobby' where you can check your settings like whether your camera and microphone are on or off and then proceed with the 'join' button.

We get a notification to say 'Your name' is waiting in the lobby and we will admit you.

You are now in the Teams meeting and if your camera and microphone are on we can hear and see you. If they are off we see your initials and do not hear you until you unmute your microphone. It is best practice to have your microphone off if you are not speaking.

These settings are usually in the top right hand corner of your screen. You will also see an icon to raise your hand to let us know you have something you want to say.

[You can also use this step by step guide for how to join.](#)



The purpose of the group is for families of children and young people with SEND to have involvement in meaningfully working together with local leaders of SEND to co-produce the education, health and care information, advice, guidance and services that they need.



The main aims:

- To keep up to date with SEND latest development in our local area, regionally and nationally.
- To be able to raise any themes/trends and concerns.
- For it to be a safe place for parents/carers and professionals to communicate.
- For views to be respectfully heard and acknowledged. (It's also OK to agree to disagree).
- To ensure relevant and correct information is being shared on Local Offer and is current and up to date.
- To develop and embed a shared understanding and practice of co-production across NE Lincs.
- To produce a Local Offer weekly SEND newsletter offering useful and relevant information, advice and guidance.

Organisation

- The group has representation from individual parents, parent group representatives from NE Lincs PCF, representation from SENDIASS, Education Services, Health Services and Social Care services.
- Members may invite to the weekly meeting representatives from other services or organisations to share information or give feedback as themes arise.
- The group will meet weekly during term time, each Wednesday at 10am for one hour via Microsoft Teams.
- The weekly meetings will be chaired by NE Lincs SEND Services manager or NE Lincs SENDIASS Manager.
- Each meeting will have an agenda and a note taker and the notes and actions will be shared and agreed weekly.
- The SEND Local Offer co-ordinator and communications officer will include elements from the weekly meeting to create a SEND Weekly parent carer newsletter for the SEND Local Offer.
- The SEND Local Offer co-ordinator and communications officer will use best endeavours to publish the SEND Weekly parent carer newsletter each Friday by 5pm.



- Use of jargon and acronyms will be kept to a minimum and if used will be clearly explained.

Membership

- There is no maximum number of attendees, and all are welcome.
- Members understand that individual concerns/complaints need to be addressed outside of this session and will not be discussed at the meetings.
- Members understand that the names of individual children and young people will not be used at the meetings.
- Members understand that sometimes highly sensitive information may be raised as part of the discussion and all members agree to maintain the strictest of confidentiality both within and outside of this group.
- If any new parent carers or professionals wish to join the group they are most welcome. We understand joining a new group can be daunting so new members will be invited to a pre-meeting discussion with a current member of the group who will support them at the first few meetings and go through the TOR.
- If any parent carers have internet data limitations as a barrier to attending meetings we can overcome this together by providing a free dongle for their use at the weekly meetings and for SEND research.
- If any parent carers require any group related documents to be enlarged, adapted for accessibility e.g. braille version or printed out this will be facilitated by NE Lincs SEND team when requested.
- If any member feels uncomfortable during a meeting, they should either raise their concerns via the raise hand button, use the chat facility or leave the meeting and communicate their concerns via email or phone call with the SEND Services manager or SENDIASS Manager.

Review

This Terms of Reference document will be reviewed once a year.

The legal stuff: *The focus of the group's activity will be wide-ranging, but within the framework SEND guidance as set out on the 2015 SEN Code of Practice; the Special Educational Needs and Disability Regulations 2014; Equality Act 2010; and The Child and Families Act 2014.*

(If you would like help to understand this, please ask the group.)

