

Transition Sub-Group Meeting

Monday 10th October 2009 – 10.30 am – at Oakfield College



Present:	Liz Parkinson	- Team Manager - LDT North (Chair)
	Gill Melling	- Transition Social Worker
	Tina Murray	- PD Transition Social Worker
	Joanne Kett	- Senior Nurse - Transition Nursing Team
	Joanne Williams	- Trainee Assistant Practitioner with TNT
	Viv Arpino	- Project Officer - Access & Inclusion Team
	Wendy Bowles	- Principal Officer (Transition) - Access & Inclusion Team
	Jane Stephens	- Development Manager – Connexions
	Cathy Claxton	- Assistant Head - Oakfield
	Kath Jolley	- Pastoral Support Manager - Oakfield
	Ken Smalley	- Family Member

1. Apologies

Colin Reynolds.

2. Minutes of Meeting held on 7th September 2009.

The minutes of the previous meeting were agreed.

3. Matters Arising

Person Centred Reviews

- Joanne gave an overview of the Joint Transition Group's discussion re implementation of PCRs. Initially, the aim will be to carry out PCRs for young people at Y12 in the complex needs schools, with a view to carrying out all reviews in a person centred way in the future. Liz is still waiting for the list of trained facilitators from Ruth Gorman. Embrace have confirmed that they have three trained PCR facilitators. Once the audit is complete further training can be arranged as necessary.
- Jane had been asked by Elaine Baulcombe to contact Caitlin Chapman to explore the possibility of her visiting Wigan to speak about how PCRs had been embedded in Salford schools.
- Elaine will discuss PCRs with Special Heads at their next meeting in November.

Transition Training

- Liz had contacted Peter Acton for dates, but he is unable to offer any morning sessions in November. It was agreed that early spring would probably be better anyway, so that the training can be promoted at the Transition Event. Liz will try to arrange two morning sessions in consecutive weeks during the first half of the spring term, and will feed back at the next meeting.

4. Feedback from Recent Meetings / Events

It was agreed that this should appear as a standard agenda item.

Joint Transition Group: 2nd October 2009

- The Protocol is in the process of being updated with information from Health.
- The group is working on the completion of the second Transition Support Programme self assessment questionnaire which is due for submission by 1st December.

Transition Support Programme Events

Free events are being offered by the Transition Support Programme Team.

- Viv, Elaine, Tina and Joanne had attended the NW regional event in Manchester on 7th October.

Forthcoming events are:

- 28th October – Long Term Conditions at Blackpool
- 11th November – Personalisation at Preston
- 9th December – Education and Employment at Leigh Sports Village
- 21st January – Open Space Event – venue to be arranged
- 9th February – Regional Event at Liverpool
- 3rd March – Open Space Event – venue to be arranged

Wigan will be represented at all events.

Transition Information Network

Jane will be attending the TIN Employment Seminar in Manchester on 28th October.

5. Transition Pack

Jane reported that there are still a number of Transition Packs available and, whilst some of the contact names may be outdated, the information is still relevant. Sue McGuire from Media and Communications has been investigating how other authorities share information, and it may be worth looking at new methods for next summer.

6. DVD

- A company has been commissioned – and a working group formed – to work on the production of a DVD which will be aimed at young people with LDD at Y14. Connexions are funding the DVD, which will include a Q and A section; and young people who have gone through and who are approaching transition. The DVD will not identify specific options, ie, the provision will be anonymous. Much time will be spent planning and then – after half term – preparing the young people for filming. The DVD will also discuss personal issues, and subtly talk about what's available in Health services. The DVD is in the very early stages, at the moment, but it is hoped that a draft version will be available in time for the Transition Event in January.

- The range of provision/opportunities currently on offer was discussed. The company will work with schools and young people to get a clearer idea of what to include. Ken has a comprehensive list which was drawn up as part of an LDPB exercise.
- Competitions are being held to help with choosing a title and designing the cover.

9. Date and Time of Next Meeting

The next meeting will be held at Oakfield College on Monday, 23rd November at 11.00 am, followed by the Transition Event Planning Group meeting.

Transition Event Planning Group Meeting 19th October 2009 – Oakfield College

Everyone stayed behind for this part of the meeting.

- Venue and food organised.
- Stuart Maconie is to be the celebrity guest.
- Slight changes were made to the stallholder invitation list which Viv will cross-reference with the Oakfield Open Evening invitation list provided by Kath.
- Parents of Y9s with the most complex needs have received written notification of the event.
- The aim is to send out all invitations – and poster if possible - w/c 26th October (stallholders, Y10-Y14 parents and schools).
- Like last year, the VIP invitation letter will be sent to group members for distribution to their senior managers as appropriate. (Cllr Sue Loudon and Andy Burnham to be included.)
- Feedback from the Borough Life bid is that the Transition Event will appear in the 'News in Brief' section of the magazine;
- Viv has asked for information to be displayed on the Council website under 'Upcoming Events', and will email David Mather to find out how to go about advertising on local radio and in local press.
- It is unlikely that a Parent Partnership Newsletter will be published before the event but Viv has emailed Liz Saunders and Amilia Krajnovic to enquire about placing an article in their newsletters.
- A poster/flyer is needed as a matter of urgency. Wendy will contact special schools to try to arrange but, if timescale is too tight, last year's poster can be updated. Viv to circulate as appropriate (to include health centres and surgeries/SENCO cluster meetings) and send to Kath in time for Aiming High open day on 7th November at Oakfield.
- Liz to clarify budget situation with Angela Seddon/Bridget Hollingsworth for next time.