

## **Transition Sub-Group Meeting** **Wednesday 21<sup>st</sup> May 2010 at Oakfield College**



**Present:** Liz Parkinson - Transition Social Work Team Manager (Chair) Team  
Wendy Bowles - Principal Officer – Access & Inclusion Team  
Viv Arpino - Project Officer - Access & Inclusion Team  
Jeanette McGuire - Connexions Area Manager  
Kath Jolley - Pastoral Support Manager – Oakfield

### **1. Apologies**

Joanne Kett, Gillian Melling, Colin Reynolds and Ken Smalley.

### **2. Minutes of Meeting held on 21<sup>st</sup> April and Matters Arising**

The minutes of the April meeting were agreed and there were no matters arising.

- PCR Training – Feedback had been very positive. Days 2 and 3 are 25<sup>th</sup> May and 12<sup>th</sup> July. Ruth Gorman is to provide Wendy with a list of trained facilitators.

### **3. Transition Group Audit**

As part of the current JTG Action Plan, Wendy, Viv and Deb Mercer representing Connexions, had met to begin work around clarifying links with other transition groups. The starting point will be to conduct an audit of existing groups, to identify any duplication or gaps. A guide will then be produced to provide young people, families and professionals with clear information about roles and responsibilities of individuals and groups involved in Transition Planning, so that appropriate support can be accessed.

Ideas were discussed and Jeanette will contact Youth Service for details of groups/activities.

Members were asked to send any other information that comes to light to Viv asap.

### **4. Transition Planning Booklet**

This is now out of supply and out of date! It has been confirmed that funding to produce a replacement can be made available from the TSP allocation.

Volunteers were invited to be on a working group to get the work underway with the aim of launching the new document at the Transition Event in January.

This will appear as an item on the agenda of the next meeting and Liz will invite Sue Segar to discuss accessible formatting.

## **5. Feedback on Draft Transition Plan**

PA's had provided some positive feedback and suggestions which had been noted.

Kath fed back comments from staff and students which resulted in a discussion about the actual purpose of the plan and its format. The Transition Plan should replace the PA Action Plan and is for schools and PAs to complete and submit to the LA with the Year 9 Annual Review documentation. It was clarified, however, that the plan can be adapted by schools into a format which is more accessible to students with literacy difficulties. Viv will email the draft plan to Kath.

## **6. Feedback from Sub-Group Training**

The two sessions had been very well attended by a cross-section of people and feedback on Peter Acton's delivery on the Mental Capacity Act and DOLS was 100 per cent positive. Families were given the opportunity to discuss individual circumstances and were told that they can make direct contact for further information/advice.

It was agreed that similar training should be offered in the future and alternative venues were discussed.

## **7. Any other Business**

- Ken had fed back to Wendy comments from parents which sparked a discussion around parental engagement. This will appear as an item on the agenda for the next meeting.
- Tri-One DVD

The production company had asked to interview someone who could summarize the concept of transition for the Tri-One film, almost to provide the authority figure role. Jeanette had nominated Richard Jagielsky – Connexions PA who is currently covering LDD for Joanne Melia – and Richard has agreed.

Wendy will bring Liverpool's DVD to the next meeting.

- Innovations and Outcomes Bid

A bid has been made to the National Transition Support Team to carry out some innovative work at Newbridge around LDD and NEET. We will be notified of the outcome on 18<sup>th</sup> June and Wendy will provide feedback.

## **8. Date and Time of Future Meetings**

### **Sub-Group:**

2<sup>nd</sup> July / 17<sup>th</sup> September / 5<sup>th</sup> November / 10<sup>th</sup> December  
at Oakfield College at 11.00 am

### **Operational:**

2<sup>nd</sup> July / 17<sup>th</sup> September / 10<sup>th</sup> December  
at Oakfield College 10.00 – 11.00 am