**Meeting Notes**

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| Child or young person |  | **Who is at the meeting?** |  |
| **Date** |  | **Where is the meeting?** |  |

**What is going well at home or at school?**

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**How does your child or young person think things are going? What have they said to you or to others.**

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**Challenges or needs to talk about**

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| **Challenge** | **Action planned**  (who will do it and by when?) |
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**Questions to ask school or college**

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**Issues raised by school or college**

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| **Challenge** | **Action planned**  (who will do it and by when?) |
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**Date of next meeting and who will be invited**

**Using this form**

**Before the meeting**, write on the form:

1. What is going well for your child at home and in school or college.
2. What your child or young person’s views are – what do they think is going well and what isn’t.
3. List the difficulties you would like to talk about - for example, your child is falling out with friends a lot, they’re having meltdowns when they have P.E or they need regular reminders to have a drink.
4. Write down any questions you want to ask teachers or other staff or professionals.

**During the meeting**:

1. Talk about what’s going well and ask the professionals to do the same.
2. Go through the difficulties you’ve listed one by one and discuss them. When action has been decided, write it down in the ‘action planned’ column, along with who will be doing it and when.
3. If professionals talk about other difficulties that aren’t on your list, add them to ‘Issues raised by school or college’ and write down any actions in the same way.
4. Try and fix a date for the next meeting.