



Somerset SENDIAS
Special Educational Needs and Disability
Information, Advice and Support (0-25)

Meeting Notes

Child or Young Person's Name	
Date of meeting	
Place of meeting	
Who is attending the meeting	

What is going well?

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Difficulties or needs to talk about

Difficulty	Action planned (Who will do this and by when?)



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Questions to ask school or college

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Issue/s raised by school or college

Difficulty	Action Planned (Who will do it and by when?)

Date of next meeting	
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Using this form

Before the meeting, write on the form:

1. What is going well for your child at home and in school/college
2. List the difficulties your child has which you would like to talk about – for example, your child is falling out with friends a lot/ They're having meltdowns on the days when they have P.E/ They need regular reminders to have a drink
3. Write down any questions you want to ask teachers or other staff and professionals

During the meeting, take notes:

1. Go through the difficulties you've listed one by one. Once an action has been decided record this in the 'Action Planned' column, along with who will do it and by when.
2. If professionals talk about other difficulties that aren't on your list, add them to 'Issue's raised' section and write down any actions to be done.



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