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| !ed&chil  School logo  **Child and Young Person Planning**  **Agenda and Minute**  **Date:** | | | | | |
| Name of pupil |  | | D.o.B | |  |
| Educational Establishment |  | | Stage | |  |
| Attendees (note Keyperson and Chair of meeting) | | | | | |
| Name | Designation | Contact number | | email | |
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| **Main reason for meeting today:** | |
|  | Parental, child, or young person requested |
|  | Review of needs or existing plan to meet them |
|  | Significant event that has triggered a review of profile or plan |
|  | Transition planning |
|  | Consideration of the criteria for a CSP |
|  | Absence from school (including exclusion) |
|  | Other (give detail) |

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| **Agenda**  See the source image **Only tick those that need to be discussed at this meeting** | |
|  | Personal data |
|  | Updated or new Assessments |
|  | Child or young person’s strengths |
|  | Factors or possible factors contributing to difficulties |
|  | How factors are affecting the child or young person (difficulties just now) |
|  | List of support needs arising from these factors |
|  | Progress made since last meeting |
|  | Any significant events that have happened since last meeting |
|  | Any concerns or disagreements |
|  | Views of child, young person, parent, or carer |
|  | Agree actions and/or outcomes to move plan forward |
|  | Other (give detail): |

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| **Note of key information shared** |  |
| **Child or YPs Views** |  |
| **Parent or carer Views** |  |

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| **Identified Need of child/young person**  **requiring further support** | **New actions** | **Who?** | **When?** |
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| **Significant events / Additional Information /** [**Disagreements**](#_top)  Bullet point any significant events, additional information or disagreements not noted above |
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| ***From the information above and in the Child and Young Person Planning, it is evident that*** | |
|  | Further assessment is required to fully establish needs at this time |
|  | All identified needs can be met at universal level at this time (no requirement for further reviews) |
|  | Additional support is in place to adequately meet all need at this time |
|  | There remains continuing need and focussed action(s) are required to achieve agreed outcome(s) |
|  | Consideration of CSP is required - complete CSP checklist **and criteria** |

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| Further Task to support the plan (i.e. training /resources) | Who? | When? |
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| **Distribute minute and attachments, including (as relevant):** |  |  |
| Updated Child and Young Person Planning |  |  |
| List of universal level strategies or resources in place |  |  |
| New assessments (please detail) |  |  |
| Views of child or young person |  |  |
| Other (please detail) |  |  |

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| **Review details** | |
| **Details of agreed review of Child and Young Person Planning.** |  |