|  |
| --- |
| !ed&chilSchool 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **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) |

|  |
| --- |
| **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):  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Need of child/young person****requiring further support** | **New actions** | **Who?** | **When?** |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Significant events / Additional Information /** [**Disagreements**](#_top)Bullet point any significant events, additional information or disagreements not noted above  |
|  |

|  |
| --- |
| ***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** |

|  |  |  |
| --- | --- | --- |
| Further Task to support the plan (i.e. training /resources) | Who? | When? |
|  |  |  |
|  |  |  |
|  |  |  |
| **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) |  |  |

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