

# Top tips for a successful meeting: A parent carers guide



## **Before the meeting**

- Ask for an agenda where possible
- Who will be attending
- Ask for any reports that you should see before the meeting in advance
- What time is the meeting and how long have you got for it
- When and where is the meeting to be held
- If you have called the meeting, let the host know what your main points are
- Inform the host of you are bringing someone with you

## **Be prepared**

- Be clear about the purpose of the meeting
- Be clear about what you would like to get out of the meeting
- Read any reports and documents and prepare comments if you need to
- Highlight any concerns or areas of confusion
- Ask your child what their views are and seek support to record their views if you need to

## **What to bring**

- A note pad, pen and diary to schedule next meeting
- Any relevant reports or letters
- Any other useful information including own research if necessary
- Your list of questions, views, concerns

## **During the meeting**

- Introduce yourself and ask others too if you are unsure who is who
- Write their names down, draw a seating plan on your meetings form
- Tick off questions asked on your list as they are answered
- Listen well to each person and try not to interrupt
- Respect other's views
- Don't feel pressured into agreeing to things if you are unsure
- Be realistic about what can be achieved. Prioritise and take small steps.
- Be as positive as possible and try to offer solutions



### **Closing the meeting**

- Ask for a summary of the main points, who is going to do what and by when
- Check all your questions have been answered
- Ask when the next meeting is going to happen

### **After the meeting**

- Ensure you receive the meeting notes or minutes
- Write to the lead professional / chairperson if you disagree with anything in the notes / minutes
- Keep an eye on deadlines to ensure actions are being completed as discussed.