**Meeting Notes**

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

Draw a seating plan here to refer to if it helps

**What is going well?**

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**Difficulties or needs to talk about**

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| **Difficulty** | **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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| --- | --- |
| **Difficulty** | **Action planned**  (who will do it and by when?) |
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|  |  |

**Contact details**

**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. 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 or they need regular reminders to have a drink.
3. 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.

**Date of next meeting**