

### Proposed EHCP Annual Review Meeting Agenda

1.	<b>Welcome, introductions and outline the purpose:</b> <ul style="list-style-type: none"> <li>• Introductions and ground rules explained and agreed.</li> <li>• Ensure that everyone has access to all of the papers. (Already shared at least 2 weeks prior to the meeting).</li> </ul> <b>Part 1 – review information</b>	Chair	
2.	<b>Part 2: Are Changes required to the EHCP –</b> Chair to indicate which sections need changing. (Details on the amendments will be discussed when reviewing each section). <b>Part 3:</b> List attendees, non-attendance and reports submitted on the Annual Review form	Chair and all in attendance	5 mins
3.	<b>Part 4: Review personal information.</b> <ul style="list-style-type: none"> <li>• Check against the current EHCP is the personal information remains appropriate, such as home address, GP, emails and telephone numbers</li> </ul>	Chair	5 mins
4.	<b>Part 5: The child or young person's voice –</b> Review progress since last annual review. <ul style="list-style-type: none"> <li>• Highlight achievements and successes.</li> <li>• Identify child/young person's aspirations.</li> <li>• Identify things that need to change or improve</li> </ul>	Child/Young Person/Parents/carers/teachers.	10 mins
5.	<b>EHCP – Review each section: Are changes required.</b> <b>Part 6 &amp; 7 -</b> Section A of EHCP <b>Part 8 -</b> Section B, C & D of EHCP – any new needs? <b>Part 9 -</b> Section E - Review progress towards Outcomes: Achieved/Remain appropriate/No longer appropriate. <b>Part 10 –</b> any amendments or new outcomes and provision for Sections F – education provision /G – health provision H1/H2– social care provision?	All	20 mins
6.	<b>Other information</b> <b>Part 11-</b> Section I – current placement and consideration for Phase Transfer For pupils in the Phase Transfer group – discussion and views on the futures placement <b>Part 12 -</b> Check if the parent/carers or young person would like to request a Personal Budget <b>Part 13 -</b> Check on transport arrangements, is the pupil ready for travel training/when will they be ready?	All	10 mins
6.	<b>Summarise</b> <b>Part 14 -</b> Recommendation to the Local Authority. <ul style="list-style-type: none"> <li>• Records any areas of disagreement, differences of opinions.</li> <li>• Set the date for the next annual review.</li> </ul>	Chair	5 mins
7.	<b>Conclusion</b> <b>Part 15 –</b> Update the Checklist. Let parents and young people know that they can give views on their experience of the annual review process via an evaluation survey. <b>The information you give us is confidential and anonymous. Please use the link below:</b> Annual Review Parent/Carer Questionnaire <a href="https://forms.office.com/e/NNbbQnLGm8">https://forms.office.com/e/NNbbQnLGm8</a> Annual Review Young Person Questionnaire <a href="https://forms.office.com/e/xzbTFFFU6h">https://forms.office.com/e/xzbTFFFU6h</a> <ul style="list-style-type: none"> <li>• Confirmation of next steps in submitting reports to the LA within 2 weeks of this meeting</li> <li>• Any other Business</li> </ul>	Chair	5 mins