



**Hertfordshire  
SENDIASS**

# **Making Meetings Matter**

**Practical tips  
and advice**

# Before the meeting

You may want to consider the following ideas to help you prepare for meetings:

## Meeting details

Check the date, time, location, expected duration, and who will be attending.

## Understanding purpose

Understand the purpose of the meeting and what you hope to achieve.

## Gathering information

Collect any relevant documents, reports, or notes about your child's progress and needs. Take a moment to look over any additional information, including policies on the school's website or other trusted websites.

## Preparing Points








Make a list of points and questions you'd like to raise using our **Meeting Planner**.

Share these with the attendees beforehand.



### Question ideas

(choose what feels right for you)

-  Is my child on the SEN register?
-  What support is my child receiving?
-  Is the support working?
-  What assessments have been carried out?
-  Are there specialist services involved?
-  How can I support my child at home?
-  Is there additional help from school staff?  
How often is this provided?



Our Meeting Planner be found on our website:  
[www.hertssendiass.org.uk/meeting-planner](http://www.hertssendiass.org.uk/meeting-planner)

## Involving your child

Communicate with them about how they're feeling and include their views. They can share their thoughts through drawings, photos or any other way that feels right for them, helping them feel seen, heard, and included. If appropriate, discuss their attendance with the organiser. Their involvement is important and truly matters.

## Organising paperwork

Keep your documents and notes in one place so they're easy to find and help you feel prepared.

## Considering support

You can bring a friend, family member, or supporter to help share your views and key points. Let the organiser know in advance who will be attending.

## Requesting reasonable adjustments

If you need support to access the meeting, let the organiser know beforehand. This can help you feel comfortable and reassured.

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## Meeting Types

### In Person

Plan your journey, think about travel time, parking, and whether you know the location. If anything feels uncertain, ask the organiser for more details.

### Online

Check the link works and you can access the software. If you have any issues, contact the organiser for support.

Think about your environment, how you'll use the camera and mute button, and ways to minimise distractions. If you're joining with a supporter, plan how you'll communicate together.



# During the meeting

You may want to consider the following ideas to help you during meetings:



## Introductions

Start by introducing yourself and share how you'd like to be addressed, whether that's your name, pronouns, or any other preference.



## Note taking

Confirm who will take notes on key points and agreed actions.



## Agenda items

Focus on your child's needs and the outcomes you want. Use your meeting planner to stay on track, ticking off points as you go. Starting with easier topics can help set a positive tone. If some points are harder to agree on, you can revisit them later.



## Communication

Meetings work best when approached with openness and collaboration. Listening, asking questions, and exploring ideas together builds shared understanding. If anything isn't clear, ask for clarification.



## **Taking time**

Take your time when making decisions. If you need space to think things through, let everyone know. What matters most is feeling informed, supported, and confident in your choices.



## **Closing meeting**

Make sure everything has been covered and agreed actions are noted and will be shared afterwards.



## **Planning ahead**

If appropriate, suggest another meeting.



# After the meeting

You may want to consider the following ideas to help you after meetings:

## Meeting details

Review any notes or agreed actions. If something doesn't feel right, it's important to share your views.

## Keeping a written record

If no summary is shared, send a short thank you message that includes what was discussed and agreed.

## Reflection

It's important to consider next steps and reflect on what may be helpful moving forward.

## Involving your child

If appropriate, communicate with them about the meeting. Share what was discussed, any decisions made and what will happen next using language that suits their understanding.

## Organising paperwork

Keep your documents and notes in one place so they're easy to find when needed.

**Need more help? Get in touch with us:**



**Call**

01992 555847



**Email**

[info@hertssendiass.org.uk](mailto:info@hertssendiass.org.uk)



**We Listen.  
We Care.  
We Include.**