



# Parent Partnership Service



## Person Centred Meetings – Information for Parents

### What can I expect from a 'person centred' meeting?

Person centred meetings should always put your child/young person 'at the centre.' This means schools and colleges should:

- have the meeting in a room that your child/young person and you are familiar with or where everyone will be comfortable
- prepare your child/young person and you for the meeting by explaining what will happen, how many people will be there, the questions they are likely to be asked and the issues likely to be discussed
- support your child/young person and you to participate virtually when appropriate

Person Centred Practice (PCP) means some of the things you may be asked or you may hear will include:

- What do you like most, admire or appreciate (about your child/young person)?
- What has happened since the last review?
- What do you think are your child's/young person's aspirations for the future?
- What do you think is most important in your child's/young person's life at the moment?
- What do you think is important for your child/young person to help them develop and progress?
- What do other people need to know or do to help your child/young person?
- What is going really well/not so well from your perspective at the moment?
- Do you have any questions you would like to ask?

### Before a meeting:

#### Do you know or need to know:

- Where and when the meeting is? (Route, parking, time, date, room, etc.)
- Who else will be there?
- Why is the meeting happening/purpose?
- What do I want to achieve? What outcomes might others want?
- Have I written down the questions I want to ask?
- Have I got any information and/or paperwork I might need?
- Do I want to ask someone to go with me? (A partner, a friend or a support worker etc.)
- Have I got the views of my child or will my child be there?

#### Who needs to attend my child's meeting?

Sometimes, you may need professionals to come to the meeting so they can join in the discussion and answer any questions raised. Other times, a meeting might just need to be your child/young person, you, and someone from school.



## What information, evidence or advice may be needed at the meeting?

When agencies or professionals have given advice and reports before a meeting, schools, colleges and local authorities should always share this with parents before the meeting. This will give you time to think about it and be able to join in discussion and decisions.

### Language requirements:

Whoever is organising the meeting will have to comply with any Welsh language requirements.

## During a meeting:

### A Person centred meeting should always include:

- ✓ Everyone being asked to introduce themselves
- ✓ Everyone feeling welcome and included
- ✓ A professional agreed to coordinate the meeting and the Actions
- ✓ Someone nominated to take notes, and offering copies of those notes to be shared
- ✓ Everyone getting a chance to speak in a way that is comfortable for them
- ✓ You will have the chance to comment on the views of the other people present
- ✓ NO jargon! If there is any terminology used this will be explained
- ✓ Time to have a break if needed
- ✓ Keeping to time and to the agreed discussion points
- ✓ At the end of the meeting, a summary of the outcomes of the meeting so that everyone is clear as to what has been agreed, and what Actions have been agreed by whom
- ✓ Set a date for the next meeting or agree the next action while everyone is present

### After the meeting do you know or need to know:

- Have I understood everything that was said? (It may be helpful to confirm this by email or letter with the school).
- Does everyone know what they are doing next?
- Is someone co-ordinating action?
- Will I get notes or minutes of the meeting?
- When are we going to review the progress?
- Is there a follow-up meeting needed and scheduled?

Meetings are an important way to make sure your child/young person is included 'at the heart of the process.' This could be around a decision about your child's/young person's Additional Learning Needs, or what support they may need at school or in college. Meetings can also be an essential way to help everyone involved to understand the processes and the issues.

Children/young people and parents should always be encouraged to attend meetings. Schools and colleges should consider how they can make meetings welcoming particularly if there lots of professionals there.

## Pembrokeshire's Parent Partnership Service

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