SAY
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SENDIAS

Effective Meetings and Staying in Control

How to be confident before, during and after meetings

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Before the Meeting

Helpful information to know:

- What type of meeting is this?
- How long will the meeting be?
- Who will attend?
- Is there a common end goal?
- Be clear about parents/carers/young people's rights, the law, statutory guidance, LA duties, and applicable policies
- Minimise the identified issues to be discussed
- Be clear about the discussion points

During the Meeting

- Listen
- Direct the focus back to the point being discussed
- Repeat requests you want to make
- Be patient and focus on the end result
- Be honest about feeling emotional if it's about personal circumstances
- Give yourself permission to share your frustrations in a concise way
- If the meeting agenda or discussions change into another type of meeting, say NO to this, unless it will contribute to the originally prepared outcomes
- Adhere to the time scheduled for the meeting
- When there are actions undertaken by attendees, make notes of who they are
- Ask for times and dates by which actions will be undertaken/finished/put in place

After the Meeting

- Follow up the actions as undertaken and set at the meeting
- The times and dates undertaken by specific individuals gives you a reason to follow-up from the meeting
- You are able to ask for feed-back and updates on individuals' progress of the actions
- Following up gives you an ideal opportunity to portray an assertive attitude and get information about your child's support/education/progress

Building Confidence and Being assertive

- Recognise that you have a number of rights.
- Express yourself clearly and with honesty.
- Believe in your abilities.
- Putting others down is not an acceptable way to communicate.
- As a parent/carer, you have a right to challenge what is being discussed and said within a meeting to understand and comprehend the facts.
- Understand that you may have been mistaken and acknowledge this.
- You have a right to be treated with respect.
- Treat others like you want to be treated.
- Say YES or NO clearly.
- Remember that you are the expert about your child, young person, your field of experience.

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Further Help and Information

SEND And You (SAY) SENDIAS Service

can help in a range of different ways.

Types of information, advice and support (IAS) we can offer about meetings could be:

- preparing for meetings
- understanding types of meetings
- helping with paperwork for meetings

Meeting examples are: school meetings, annual review meetings, mediation meetings.

Contact us using our contact form on our website

Call our Information Advice and Support (IAS) Line - 0117 992 6009

Email support@sendandyou.org.uk

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