Multi- Agency Meeting\_Full Meeting

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Childs Name** | |  | | | **DOB** | | | |  | |
| **School** | |  | | | **Class** | |  | | **Year**  **Group** |  |
| **Locality** | |  | **Address** | | | |  | | | |
| **Engagement Lead** | |  | | **Role** | | |  | | | |
| **Organisation** |  | | | | | **Contact details** | |  | | |
| **Date of Meeting** |  | | | | |  | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who has been invited? | | | | | |
| **Name** | **Role**  **(organisation)** | **Reason for invite** | **Attended** | **Apologies** | **copy of minutes** |
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|  |  |  |  |  |  |

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| **Why has the meeting been called?** |
|  |
| **Summary of Key issues** |
|  |
| **What has already been done?** |
|  |

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| --- | --- |
| What do people like and admire about the Person | |
|  | |
| Whats Important to them now? | |
|  | |
| Whats important in the future? | |
|  | |
| How do we best Support them | |
|  | |
| What’s working well | What’s not working |
| Education | |
|  |  |
| Health | |
|  |  |
| Home | |
|  |  |
| Social and communication development | |
|  |  |
| Other | |
|  |  |
| **Questions to Answer/ issues to resolve (what do we need to Learn/ find out about?)** | |
|  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action Plan** | | | | | | | |
| **Goal** | | **What needs to Happen** | **Who will do it** | **By when** | **Comments** | **Achieved** | **Score** |
| **Area Of Need** | **Desired Outcome** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Short term goals: timescales no more than 4 months**