**Annual Review meeting – SAMPLE AGENDA and MEETING STRUCTURE**

Each annual review will be different. This agenda should be used as a guide for you to follow but you should use your own knowledge of the young person, their family and the professionals involved to ensure that you are able to get the most out of the review meeting

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| 1 | Welcome, introductions and purpose   * Record attendees, non-attendance and reports submitted on the Record of Annual Review form * Ensure that everyone has access to all the papers | Chair | 5 mins |
| 2 | The child or young person’s voice   * Highlight achievements and successes * Identify aspirations | All | 10 mins |
| 3 | The parent or carer’s views   * Highlight achievements and successes * Confirm aspirations * Identify things that need to improve or change * DIT home readiness discussion | Parent/Carer | 15 mins |
| 4 | Review progress   * Review progress towards achieving outcomes in Section E * Review that current outcome remain appropriate or if required agree new ones * Review short term targets and set new ones * Review special educational provision in Section F and the arrangement of delivery to ensure that it is still appropriate *and* is enabling progress * Review health and social care provision and check the effectiveness towards achieving the outcomes * Check aspirations (both child/young person and parent/carer) * Check if the parent/carer or young person would like to request a Personal Budget * Review child needs via the DIT | All | 45 mins |
| 5 | Other information   * Ensure that personal information is accurate and up to date * Note any changes in the child or young person’s needs in Section B(strikethrough for deletions and red type for additions) * Does the plan need amendment? * Is the plan still required? * All reviews from year 9 must include a focus on preparing for adulthood (statutory) | All | 15 mins |
| 6 | Summarise   * Key actions * Any areas of disagreement * Confirmation of timescales for remaining processes * Thanks | Chair | 5 mins |