**Agenda for Team Meeting**

**30th October 2018**

**Present: AC, WM, DT, HB, CW, SW, VW, CS, MT, KG**

**Absent: RC, IB, KF, SG, Clara**

**Apologies: J M-S, VG,**

1. **Learning Trees**
* **Sharing information on clients’ goals – visual aids**
* **Keyworker Monthly logs**
* **Support Plans**
* Do we need the support plans? – does it duplicate, could the information be incorporated into the Learning Trees and general risk assessment (maybe this document needs a new name – All about me. My week.
* The client’s history needs to be somewhere – MT pointed out that ‘history’ is on going and should be updated
* Social services support plan is not really any more than a summary of what we tell them anyway.
* **Learning tree on wall.**Display shown, discussed. DT suggested certificates

Clients are finding it hard to set goals and future plans

Discussion about what were appropriate goals. Sometimes goals can be very small – break task down, if can’t be achieved then take step back and rewrite the goal

In summary – all documents needs to link – remember these are live documents. My week needs to be regularly updated.

1. **Activities and Weekends and evenings -using your initiative**

**Activities can also link to the goal – team effort maybe

- Activity Books**

Each house has book of ideas, materials for craft activities can be found in the art cupboard/box

 **- Christmas Activities**4 weeks of Saturday activities 17th & 24th November, 1st & 8th December

15:00 – 17:00 at Ferry Road (decorations, presents, Christmas cards). Cost to be confirmed but in region of #25.00

1. **Risk Assessments**majority being done, any travel training – update ra as changes occur

Any external additional activities

Think right the way through – what if, what if, what if …

Check with keyworkers – ask ‘is there anything I need to think about wrt X’.

1. **Annual Leave Requests**

When requesting A/L from Vicarage or Fairlawns please copy Hedy in so she can let clients know and help with cover.

 **– Cover list**

1. **Slimming World**

‘you can’t have that you are on slimming world’ – not so, can have anything – just need to count the syns. You can ‘save up syns’.

 **- Pinch of Nom App –** info/ links will be put on the website **- Pressure Cooker for the house** – suggested as a quick way of preparing soft casseroles/stews

1. **Christmas Party**Thank you for organising this Carol, even though you are not coming! George has said he will cover Ferry Road. Is there a shift to be covered at Fairlawns – Parents may cover. Chances are many clients away so could gather all in one place.
2. **Secret Santa**

SG organising - $10

1. **A.O.B

- Using Web Site**

Some do

 **- Complaints protocol**

Please make notes/complaints – however if doing on behalf of the company run past MT first.

Staff would like guidelines. MT will draw up and KG will distribute

**Birthdays**

IB has sometimes been left to sub presents

To help plan we will let everyone know when birthdays are