

# ENA INITIAL STUDENT SUPPORT GROUP MEETING MINUTES TEMPLATE

The purpose of the initial Student Support Group (SSG) meeting is to consider existing information regarding the educational strengths and needs of a student in Out-of-Home Care (OoHC), and determine the need for further information. The information contained in the subsequent ENA is required to be sufficient to inform a comprehensive Individual Education Plan/Personalised Learning Plan.

*‘Young people need to be more involved. They have all these meetings about me, but I never got told or invited. I know me better than they know me.’*

Student name	School:		DOB:
	Year Level:	Repeated or accelerated year level/s:	/ /
Teacher	Date of placement in court ordered OoHC: / /		Type of court order:
Learning Mentor	Name:	Frequency of meeting with mentor: Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Termly <input type="checkbox"/> Other:	Is the student? Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/>
SSS Name	Position:	SSS Consent: Yes <input type="checkbox"/> No <input type="checkbox"/>	SSG Date: / /
Area	Who has authority to sign consent?		

Required Attendees	Name	Present	Apology	Optional Attendees	Name	Present	Apology
Student		<input type="checkbox"/>	<input type="checkbox"/>	Learning Mentor		<input type="checkbox"/>	<input type="checkbox"/>
Parent/Carer/Guardian		<input type="checkbox"/>	<input type="checkbox"/>	Designated Teacher		<input type="checkbox"/>	<input type="checkbox"/>
Principal or Delegate		<input type="checkbox"/>	<input type="checkbox"/>	SEIL		<input type="checkbox"/>	<input type="checkbox"/>
DHHS/CSO Case Manager		<input type="checkbox"/>	<input type="checkbox"/>	LOOKOUT		<input type="checkbox"/>	<input type="checkbox"/>
Teacher		<input type="checkbox"/>	<input type="checkbox"/>	Other:		<input type="checkbox"/>	<input type="checkbox"/>
SSS							
KESO (if relevant)							

	Details	Actions	Person responsible	By when
Strengths and interests				
Resources required to access education (transport, uniform, books, ICT)				
<b>Current support needs</b> <ul style="list-style-type: none"> <li>• Social</li> <li>• Emotional</li> <li>• Behavioural</li> <li>• Educational</li> <li>• Environmental</li> </ul>				

<b>Transition plan</b>				
<b>Student comments</b>				
<b>Parent/Carer/Guardian comments</b>				

Parent / Carer / Guardian Signature

Name: \_\_\_\_\_

Principal or Delegate Signature

Name: \_\_\_\_\_

Note: For further information regarding roles and responsibilities, refer to Appendix B or the OoHC Education Commitment: A Partnering Agreement between Department of Health and Human Services, Department of Education and Training, Catholic Education Commission of Victoria, and Independent Schools Victoria (2018).

The carer and/or student should be informed of the ENA process and how the information will be used, shared and stored.

## EDUCATIONAL NEEDS ANALYSIS (ENA) INFORMATION CHECKLIST

This checklist can be utilised during the initial Student Support Group meeting for students in Out-of-Home Care (OoHC). The checklist is a guide regarding information (existing or required) that may be useful in understanding the needs and strengths of the student. The checklist should be used to identify existing documents/information, what documents/information need to be obtained and who will have responsibility for obtaining these. Information is provided to SSS or equivalent at least two weeks prior to the ENA SSG. School-based assessment, such as On Demand testing, should be completed prior to the ENA SSG meeting, and results and work samples provided to SSS or equivalent.

DOCUMENT / INFORMATION	SOURCE	PROVIDED ON ENROLMENT		PROVIDED WITH DCS FILE		COMPLETED AT CURRENT SCHOOL		PERSON RESPONSIBLE	DATE PROVIDED
		YES	NO	YES	NO	YES	NO		
<b>EDUCATION</b>									
School reports									
Attendance History									
Enrolment History									
Student school file									
Victorian Curriculum levels									
Benchmarking results									
On Demand Testing results									
NAPLAN Results									
Individual Education Plan									
Behaviour Support Plan									
Observations									

Cultural Plan (if relevant)									
Transition Plan									
PSD funding category and level/applications									
<b>ALLIED HEALTH</b>									
Cognitive assessment reports									
Language assessment reports									
Academic assessments									
Confidential Student File (SSS file)									
Medical reports/diagnostic reports									
Other assessments (e.g. Strengths and Difficulties Questionnaire, Child Behaviour Checklist)									
Allied Health Interventions									
Hearing/vision assessment									
Other									