

# Meeting Minutes: Freelance Report Writing Group

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Date: 22/03/2021

Time: 6PM(AEST)

Location: Microsoft Teams – PWP311

Attendees:

Louise Han (Chair)

Mary Rowan

Sarah Simpfendorfer

Apologies:

None

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*Topic 1* – Identify stakeholder that the report will be written on behalf of

Stake holder on behalf of advocacy group e.g., Missing School, Australian Coalition for Inclusivity, All Means All.

**Action: Mary to post question on discussion board clarifying legality of using real life advocacy group with regards to a live website.**

*Topic 2* – Identify problem or question that the report is meant to address

Report statement – How could the Western Australian Department of Education better support students with Chronic Illness.

- For the purposes of the report we will need a definition of chronic illness (*Any condition that causes a child to miss school or impact their learning ability*)
- For the purposes of the report, we will need to determine when this support his comes into play e.g. students attendance drops beneath a certain level, parent initiated, GP/Paediatrician – involvement from medical professional.
- All attendees agree to make focus of the report specific to Western Australia and Department of Education supporting children with Chronic illness access school.

**Action: Louise, Sarah and Mary to research current support offered to Western Australian school children suffering with chronic illness to help narrow down the report focus and determine gaps in current support.**

*Topic 3* – Decide what the key areas of focus will be for the report

Key focus areas:

3.1. What is the Department of Education currently doing? What support is currently available? *Report recommendations: How to make these service less opaque for parents.*

3.2. What is the quality of education provided for children with chronic illness? What changes are we seeing in other states due to the impact of Covid-19? *Report recommendations: Implementing our learnings from other states within WA.*

3.3. How are children with chronic illnesses affected socially? What is the impact of long absences from schools and peer groups? What are the lifelong implications associated with chronic illness and missing out on school? *Report recommendations: ensuring standardised support for students who miss school to prevent further challenges such as increases of mental illness e.g., depression, anxiety as a result of social isolation.*

*Topic 4 – Task breakdown and assignment – identify team capacity e.g. holidays, best times to meet, how often we will check in online*

**Action:**

**Sarah – focus (3.1) on what Department of Education currently offers and building website**

**Mary – focus (3.2) on quality of education currently being provided for children with chronic illness and supporting website development**

**Louise – focus (3.3) on social impacts of suffering from chronic illness for school age children; writing definition of chronic illness and current shortcomings in legislation; and supporting website development**

*Topic 5 – Website development – which platform we will use?*

- Sarah to build website
- Wordpress will be website platform
- Mary has offered to share quotes and images that she has readily available

**Action:**

**Sarah to complete website mock-up by Thursday, 1 April for group consultation**

**Mary to share quotes and images in Microsoft Teams.**

*Topic 6 – Agree on communication channels and decide if second meeting is required*

Will continue to communicate on Microsoft teams, will check in every second day

**Next meeting: Sunday, 28 March, 6PM (AEST)**