

<p>Present: PM, CB, JM, JP, LG, HT, NT, AN</p>	<p>NT was welcomed as new steering group member. Everybody introduced themselves. AN to forward new members pack (policies to be forwarded once finalised)</p>
<p>Apologies: MR, AH, KS, OA, KM, KC,</p>	
<p>Absent: VC, CC,</p>	
<p>Last meeting minutes</p>	<p>Have been checked and signed off by PM</p>
<p>Matters arising:</p> <p><u>Social Media</u> Ethos to be set in code of conduct Statistics to be obtained from FB page Administration was discussed and suggested that every forum member becomes an administrator for the website and FB page currently OA, STR, and LG were the administrators but this needs updating</p> <p><u>NPFG website</u> As website management is still unsatisfactory NPFG is considering to change website hosting company.</p> <p>CB shared there is a consultation on EHC plans, parents are invited to feedback</p> <p><u>Data Management</u> Over the summer our focus should be collating the NPFG available data in line with CAF monitoring requirements.</p>	<p>JP to liaise with contact Claire to get NPFG established on You Tube, Twitter and Facebook JP to update SG members and assign new administrators</p> <p>OA to contact CL to obtain specs for NPFG requirements (to check website domain, legal implications re email addresses, fees etc.) JM to check original contract/invoice NT and KS have contacts who could be invited to bid for this business</p> <p>CB to add link to NPFG facebook page</p> <p>AN to collate data and NT to assist with sorting/amalgamating various spread sheets</p>

<p>Events: <u>Education Event Evaluation</u></p> <ul style="list-style-type: none"> + Positive feedback from attendees including A. Shipley who suggested running a joint annual event with NPPS + Incorporate training, workshops, involve schools – market this event to schools + Idea to invite governors from schools + SG led workshops well + No name badges for professionals has proven great idea - AS presentation included too much jargon – address next time - Disappointing delivery of Saints Rugby Ground, will not use again, although helpful staff, event co-ordinator was poor, invoice for 60 additional cost for 20 pax, extra room hire for lunch expected to be £1000 - At least two NPFG members needed to facilitate workshops - DC summary patchy and unclear - JP asked whether it might be a good idea to send the doc to all schools – no decision has been made on this – fup! Good practises from schools could be highlighted - Idea to issue NPFG Education Award - Idea to sell raffle tickets next time as fund raiser - Idea to charge for market place tables - Trolley coins did not arrive in time 	<p>CB to write article on Education event for one of CAF’s publications</p> <p>PM to request AS presentation</p> <p>JM to give feedback and negotiate re outstanding invoice</p> <p>JM to ask DC for photographs</p> <p>SG members to check their section and fine tune summary Once report is tidied up –forward to professionals and meet up with AS to move forward – PM action</p> <p>AN to negotiate compensation</p>
<p><u>Health & Social Care Event Planning</u> Idea to amalgamate Health and Social Care – final decision outstanding First step venue search as venue needs</p>	<p>CB to forward Sian Heale’s details (as contact for complex needs) to AN for database inclusion</p>

<p>to be booked and paid for in September</p> <ul style="list-style-type: none"> • Beehive to be considered but limited to 40pax due to parking restrictions • Sunley Centre – parking issues • Kings Park next to Benham 	<p>All SGM to begin venue search for next event for 60-80 pax,- budget approx. £1500 AN to make contact via Zoe</p>
<p>Parent Representation</p> <p><u>Health Work Stream (KC/CB):</u></p> <p><u>Transport Focus Group (PM/KS/CB):</u></p> <p><u>High Needs Panel (JP):</u></p> <p><u>T4S (CB/KS/LG):</u></p> <p><u>Regional (AN):</u></p> <p><u>Carers (AN/CB):</u></p> <p><u>Local Offer (VC):</u></p> <p><u>EHC (KM):</u></p>	<p>See EMRM minutes attached</p>
<p>Newsletter (LG):</p> <p>NPFG DVD (CB):</p>	<p>There will be no printed version of the newsletter now due to changes within the printing company</p> <p>CB updated that 75 copies have been produced. The DVD is 10 min long and consists of:</p> <ul style="list-style-type: none"> - PM presentation - LG interview - General parent interviews - Steering group meeting footage - NPFG participation at NNPCF event - Distribution t.b.d. - Channels for hard to reach

	<p>parents t.b.d.</p> <ul style="list-style-type: none"> - Idea to create poster to promote new DVD - possible task for OA??
Financial Update (JM):	<p>1st part of grant monies has been received (£7500) on 26.06.14. The second part of the grant is due after 30th September 2014 once we have responded with the first half year spending.</p> <p>JM revised several policies and shared the following with SG members for feedback:</p> <ul style="list-style-type: none"> - Remuneration Policy - Volunteer Agreement
Training: Zinc Website Training Date t.b.d 9:45h-14:15h	<p>PM/LG/AN/KS</p> <p>PM to liaise with Zinc and advise next avail dates</p>
<p>Future events and representation:</p> <p>12.07.14 Dyslexia event – no rep avail</p> <p>15.07.14 Carers Service Commissioning Group – PM</p> <p>16.07.14 Carers Partnership Board – AN</p> <p>17.07.14 DCYPP – JP</p> <p>30.07.14 Local Offer Meeting John Dryden House – CB/JM</p> <p>30.07.14 Transition meeting John Dryden House – CC</p> <p>15.08.14 DCYPDG data work stream – JP</p> <p>20.08.14 Patient Congress – LG</p> <p>10.09.14 Kettering PIG JP/AN</p> <p>12.09.14 Education/Health working group – CB</p> <p>12.09.14 Everyone Active – HT</p> <p>16.09.14 DCYPDG data work stream– JM</p> <p>25.09.14 DCYPP – PM</p>	<p>LG to share Ross Horton’s details with AN for database inclusion (chair of Patient Congress)</p>
<p>Next NCFG Meeting Dates:</p> <p>Thur. 11.09.14 NCFG meeting</p> <p>Wed. 24.09.14 NCFG AGM</p>	<p>AN to book Beehive</p> <p>LG to amend constitution</p>
<p>Equipment Location Overview:</p> <p>Admin Laptop (original) – CB</p> <p>Presentation Laptop (new) – PM</p> <p>Scanner – JM</p>	

<p>Display Boards – JM 2 Roller Banners - JM Mobile Phone – CB Projector – CB NPFGB business cards (1225) – JM NPFGB fridge magnets (30) - JM NPFGB leaflets (1000 new) – JM and (300) – AN Posters (??) – JM blue sheets/table covers (2) – JM</p>	<p>Stock check after Ed event??</p> <p>AN to finalise labelling</p> <p>Tel no needs to be changed, JM to count</p>
<p>Info share: Co-production DVD - LG</p>	
<p>NPPS Update:</p> <ul style="list-style-type: none"> • Anne Wakeling has shared info on My Max Card . Northamptonshire is considering to join the scheme where a special target group receives a discount from national and local businesses. The scheme has been well established in Yorkshire but the Steering Group members felt the business partner side needs to be brought on board first before promoting the card's benefits • Role of NPPS will expand to include Information, Advice and Support Services, possible name change • Quality Standards will be amended to Code of Practice • changes in on how NPPS is governed • re-launching independent advisory group for service • currently chair position on Advisory Board ??? available as Rachael Meech is stepping down. Requirements include attendance of up to 3 steering group meetings per year with more sub-meetings in between, implementing programme of change, up skilling staff, 	<p>All to view : www.mymaxcard.co.uk</p> <p>All to give it a thought which local enterprises needs to be approached</p> <p>Previously mentioned: Wicksteed Park, Softplay areas, Swimming Pools, Rockingham Speedway</p>

<p>rebranding, annual reports and offering independent support , commitment for 12 months with possible change thereafter to ensure consistency, PM expressed an interest with JP possibly taking over in 2015</p> <ul style="list-style-type: none"> • CQC (Care Quality Commission) published document “From the pond into the sea” on transition services indicating what happens when the paediatric service ends. AN has been given a hard copy • A new referral management centre is in operation in Northampton – new co-ordination service 	<p>Summary report is available on: www.cqc.org.uk/ctas</p>
<p>AOB “Inclusion“ Magazine for SenCo s is available online</p>	<p>AN to add to event publication listing</p>