



Steering Group Meeting

25. March 2015 - Bee Hive

9:30h - 12:30h

<p>Present: PM, JM, DJ, PT, NT, MR, HT, DC, AW, AN</p>	
<p>Apologies: VC, NT</p>	
<p>Absent:</p>	
<p>Previous Minutes: have been signed off by PM</p>	
<p>Events:</p> <p><u>Follow up on previous Solutions Events</u></p> <p><u>AGM now planned for Oct 2015</u></p> <ul style="list-style-type: none"> • Date tbd • Venue tbd • Intended to target 40 attendees • Guest speaker required to draw in people. Suggestion on legal update <p><u>Family Fun Day – September 2015</u></p> <ul style="list-style-type: none"> • Date proposed Sunday, 13th September 2015 • Site inspection at Northampton College was successful. For layout please see attachment no 1. The five zones are allocated as follows: H – Entertainment, co-ordinated by the local offer team F – Lecture Theatre showing 	<p>AN to email parent carers who attended NPFG's previous events (Open Space, Education Solutions and H&SC Solutions) that summary reports from the events are now downloadable from www.npfg.co.uk.</p> <p>ALL to think of possible venues</p> <p>AN to approach Steve Broach, Luke Clements to check availability and fees</p> <p>All to save the day in the diary All to think of a catchy name for the event by 28.March 2015</p> <p>JM to complete booking form, forward safe guarding policy to Fiona Parnham.</p> <p>All to think of entertainment contacts and forward ideas with contact details to JM. Suggestions will be reviewed at</p>

<p>DVD clips from NPFPG, Shooting Stars, NDA – a timetable was suggested</p> <p>E – Information, Advice (IASS, IS/Core Assesst and NPFPG will be participating in this market place. A drop in surgery was suggested.</p> <p>?? – Wellbeing/ Chill out Zone co-ordinated by Northants College</p> <p>B – Active Zone featuring Sporting activities</p> <p>Coutyard will be allocated the Refreshment Zone with Icecream, Popcorn being considered – local offer team will co-ordinate refreshments</p> <ul style="list-style-type: none"> • First planning meeting with Kathy Forsdyke from the NCC Local Offer team took place on 23. March 2015 • NPFPG budget will be £2500.00 which will cover hire charges, including security, cleaning and insurance. We will also share cost for printing flyers etc. • St Johns Ambulance will be present • The literature printed for the event should advertise NPFPG's AGM in October 2015. 	<p>the next event planning meeting on 23. April 2015 at 15:00h at Ross's supported learning office – address??</p> <p>Volunteers are needed to help with the event – all to think who could support this event.</p>
<p>Website / Database Management:</p> <ul style="list-style-type: none"> - Service Agreement has now been terminated with Zinc. - New website www.npfg.co.uk is up and running. 	<p>All to review website and feedback.</p>
<p>Financial Update (JM):</p> <ul style="list-style-type: none"> • £2800.00 currently left for this financial year. • Expenses committed include the reprint of the leaflets, lanyard order and parent carer expenses • Suggestions for 2015/16 financial year include: - Fun Day event 	<p>All to provide expense claims by 30th March 2015 prior to the end of the financial year</p> <p>All to think about how funds should be spend . Current – JM/AN to work on grant application</p>

<ul style="list-style-type: none"> - AGM - Hosting EMRN meeting in July - 6 meet NPFG coffee morning events - Web Management - DVD enhancement - Admin / Office Supplies - Parent Carer Expenses and Remuneration 	
<p>Training Dave Carr Parent Participation Training has been arranged for 22.April 2015, to be held at Northampton College. Venue has been booked by JM. Invitation emails have gone out to Associate Members. Max No 20 – places will be allocated on a first come first serve basis. RSVPs are slow</p>	AN to post training opportunity on the NPFG facebook page. Wording to be changed to “ register your interest” via the enquiries email address.
<p>NPFG Membership/ Policies</p>	JM/AN to include safeguarding policy in Membership Packs. JM to prepare Membership Pack for NT and HT AN to follow up on JH membership docs
<p>Past Representation: Core Assets Parent/Carere YP Advisory Group, Bromsgrove 24. February 2015</p> <p>EMRNF AGM, Wigston 09. March 2015 – 10:30h-13:30h</p> <p>Kettering Corby Foster Carer Support Group Meeting 11. March 2015 – 11:00- 13:00h Corby Village Hall</p> <p>Education and Health Working Group Daventry Hospital 13. March 2015 – 12:00-14:00h</p> <p>EHC Transitions/Transfer Work Stream, JDH, Northampton 17. March 2015 – 12:30-14:30h</p>	<p>MR - pls see attached feedback from</p> <p>JM/AN – minutes to be finalised</p> <p>AN – feedback from outstanding</p> <p>NT/PT – feedback form shared</p> <p>NT – feedback form shared</p>

<p>Core Assets Parent/Carere YP Advisory Group, Bromsgrove 17. March 2015</p> <p>NCC Local Offer work stream, Front Block, Session House, LVL3, Meeting 20.March 2015</p> <p>Transport Group, 24.03.15 - 13:00-14:30h Riverside</p> <p>EM Development Day for PCF Lead & SEND Reform Leads, Kegworth 26. March 2015, 10:30-13:00h</p>	<p>Awaiting minutes as MR was unable to attend</p> <p>March meeting was cancelled</p> <p>Event was cancelled</p> <p>Event was cancelled</p>
<p>Future NPFG Representation:</p> <p>Daventry Disability Forum / Everyone Active , Daventry Leisure Centre 16. April 2015 – 10:00h</p> <p>Post 16 Work Stream, JDH, F5 13.04.15 14:00h</p> <p>Core Assets Springfield 27.04.15 - 15:00h t.b.c</p> <p>Local Offer work stream 30. April 2015 12:15-13:45h JDH, F5</p> <p>Transport Group, Riverside, 19.05.15 – 13:00-14:30h</p> <p>EMRNF Regional Meeting, Bee Hive, Northampton 11.06.15 - 10:30-14:00h</p> <p>Transport Group, Riverside, 21.07.15 – 13:00-14:30h</p> <p>Northampton Foster Carers Support Group Meeting, Alliance Foster Care Office, Collingtree, NN4 0NB 10. September 2015 – 11:00h t.b.c.</p>	<p>HT</p> <p>MR/NT</p> <p>PM</p> <p>DJ</p> <p>DJ</p> <p>PM/AN/ + all SGM invited for lunch PT offered to take minutes – thank you!</p> <p>DJ</p> <p>PM</p>

<p>Future NPFG SGM Dates: 29.04.15 12:30 – 14:30h – Bee Hive C1 20.05.15 9:30-12:30h – Bee Hive, Hall As steering group membership has changed meeting dates no longer need to be Tuesdays and Thursdays. It was agreed that am works best for most SGM.</p>	<p>JM to liaise with the Bee Hive to see what meeting dates are available for future NPFG SG meetings.</p>
<p>Guest Speaker – None this months Sam Parish, Consultation Development Officer, NCC Kathy Forsdyke, Local Offer Manager, NCC Dates to be confirmed It has been agreed to invite the guest speakers at the end of the meeting around 12:00h during an AM SGM</p>	<p>PM or AN to confirm appointment</p>
<p>IASS Update: (Dino Cirelli)</p> <ul style="list-style-type: none"> - Official launch of IASS held back until new website is up and running. NCC is building the site but IASS is in charge of content - Original database was created by an individual who has since retired. No changes were allowed so new database has been commissioned by Charity Log. CL will create the database but IASS will be responsible for maintaining it. Aim to compare data with neighbouring authorities – scheduled to be up and running by June 2015 <p><u>Staffing Update:</u> Nicola Taylor – new Service Officer, fixed term 3 year contract starting 1 April 2015 Fran Thomason - new Case Worker, full time/term time IASS Officer still to be recruited – interviews scheduled after Easter once in place there will be a good balance between north and south of county. Beth finishing in the first week of April –</p>	

administrator to be recruited

Training and Information Sessions:

Series of 4 seminars held in each geographical location varied with attendance figures with the one at Greenfields School scoring the highest

NCC obligation to convert to EHC plans over a period of 4 years. Approx. 3500 transfers to do, starting with Year 11 students in 2015. This is on top of new assessments. More information sessions planned by IASS as some parents are still unclear about the change in legislation.

Year 5 training sessions were better attended averaging 30 pax. Key info was what to look out for when choosing a secondary school provision.

HT suggested additional information sessions for year 10 children with families as they are now required to stay in school until the age of 18.

IASS attended Healthwatch event at the Kettering Conference Centre. Young People Engagement Officers are to inform YP. Personal budgets in Education is another new idea available until the child reaches 16. **CIL???**

Independent Support:

Referral process was slow because LA process was slow, conflict with wording "independent support" indicating that IASS is not independent. After teething problems process seems to run much smoother.

Matters Arising:

- NPFG DVD needs updating to make general corrections and update contact details
- CaF announced that they have won the contract to support Parent Carer Forums for another year on behalf of the DfE. The announcement was very late this year and monitoring documents have just been made available. The NNPCF will issue a statement stressing that this time frame makes it very difficult for PCF to operate. It is likely that the funding remains at £15.000 for 2015/16.
- JM drafted new Safeguarding Policy which was distributed prior to the meeting. The policy has been adopted.
- New leaflet draft was shared.

- Content of Newsletter to be decided. Plan to conduct quarterly newsletter mailings per year .

AN to include Safeguarding Policy in the membership pack

All feedback and ideas to be forwarded by the end of March.
AN to research images

All to think about content for newsletter mailing