

Present: DJ, PM, JM, MR, AB, AN	
Apologies: VV, COB, JOM, VC, AMC, SFG, BW, HT	
Absent: CP, JH	
Previous Minutes: Dec minutes have been signed off	AN to liaise with NT to upload to the NPFG website
Events: <ul style="list-style-type: none"> • <u>Bright Futures – 8th Feb 2017</u> - All activities likely to be in the main room, no workshop options - DJ, PM, JM and AN will attend - AN will present on NPFG - DJ will man NPFG market stall • <u>20:20 Vision Event March 2017</u> • 3 day event, 14th/22nd/30th March 2017 at the Park Inn • next planning meeting this afternoon • Leslie Hagger will conduct opening speech • Jane Friswell keynote speaker • Shooting Stars will produce a video covering the event • Individuals from Shooting Stars will act on video to introduce the topic • Solution gatherings in small groups with specific topic per table • 10 tables will be avail for each day and requires a scribbler – it was suggested that NPFG members take on this role • Whole event will be videoed with opportunity to comment 	AN to share flyer with home educating contacts to be circulated in their network DJ and PM to see if NCC Away Day can be moved from Feb to April to incorporate findings from 20:20 vision Attendees/Facilitators: PM - DJ- JM – avail 14 th /30 th AN – avail all dates AB - AMC – avail all dates

<ul style="list-style-type: none"> • <u>SummerSENDSation 2017</u> - Sunday, 11th June 2017 at Northampton College - Still looking for entertainment contact - List of Market Stall holders has been received - PM and JM attending the next planning meeting - LDPB Young People’s conference 8th March 2017 – Kettering Conference Centre Health Theme NPFPG will be present with a market stall, stall holders have to arrange an activity under the health theme. Idea to conduct a Short Break Survey 	<p>AN to register NPFPG</p> <p>AN to ask question on Facebook and forward contact details to NiT as IASS is co-ordinating entertainment - done</p> <p>AN to forward speaking contacts to KF as LO is co-ordinating speakers - done</p> <p>AN to book market stall Activity will involve a map of Northamptonshire, divided into 4 areas (North, West, East and South Northants). A questionnaire will be developed in PECS images showing short break activities. YP will have 5 choices. AN to liaise with Special Schools and LDPB for assistance with this task. AMC and SFG to conduct the activity on the day. Balloons will be given out as thank you for participating JM to forward copy of liability insurance</p>
<p>Parent Engagements:</p> <ul style="list-style-type: none"> - January engagements will include ACE and Special Friends Brackley 	<p>AN to prioritise the engagement calendar. MR to email latest spreadsheet with updates to AN</p>
<p>Financial Update (JM):</p> <ul style="list-style-type: none"> - £5999,55 of current grant remaining, new literature printing and Bright Futures contribution budgeted for - Discretionary Grant of £1600 has been received 	<p>ALL to submit any outstanding expense claims</p> <p>AN to make contact with Ben Halford re filming schedule etc. – done Script to be discussed at the next coms meeting on 30th Jan 2017</p>

<p>Projects: <u>Data Collection / Survey Monkey</u></p> <ul style="list-style-type: none"> Questionnaire questions need to be discussed and uploaded onto Survey Monkey <p>No progress from last meeting</p>	<p>PM to look into legal implications for data collection/ storage</p>
<p>Membership:</p> <ul style="list-style-type: none"> The current membership structure, alternative names as well as membership terms have been discussed. It was agreed to keep the 3 tier system. A joining year tab will be included on the revised membership form Database system is required. DJ reviewed systems currently on the market and may be able to customise ACCESS with forum specific tabs Link Member Set up link people to specific SEND groups for information sharing purposes 	<p>ALL to check the attached chart and forward relevant forms to AN for central filing and log updating. Outstanding membership docs: VV, JOM, CB, AB, CP, CW, SFG</p> <p>AN to streamline membership contacts</p> <p>DJ to forward cost including quote to customise ACCESS Information tabs to be discussed in a Task & Finish Group</p> <p>AN to set up link contact and feedback mechanism - ongoing</p>
<p>Communication</p> <ul style="list-style-type: none"> A Coms sub group has been set up to establish: <ul style="list-style-type: none"> a communications strategy develop an easy read flyer improve the content of the website write the script for the NCFG snapshot the first meeting is scheduled for Monday, 30th Jan 11:00-14:30h at the Bee Hive, C1 	<p>All ideas and suggestions welcome</p> <p>RSVP is required for catering purposes</p>
<p>Website Management:</p> <ul style="list-style-type: none"> Meet the Steering Group page planned 	<p>ALL are encouraged to write a short introduction and why they became involved with NCFG (voluntary publication)</p>

<p>Next e-bulletin Mailing</p> <ul style="list-style-type: none"> • Monthly summary of activities • Short Breaks Survey Monkey 	<p>AN to summarise achievements</p>
<p>Training</p> <ul style="list-style-type: none"> • Idea for NPFG to organise a SALT training • Working Together – Health Workshop is being considered by the EMRN with max 2 del per PCF 	<p>DJ to obtain contact details from Greenfields School</p>
<p>Future NPFG Representation</p> <ul style="list-style-type: none"> • Please see attached updated overview of future representation. 	
<p>NPFG Representation since last meeting (8th Dec – 11th Jan) :</p> <ul style="list-style-type: none"> • SEND Area Inspection Participation Group (DJ / HT) • LDPB meeting (AMC) 	<p>Feedback Forms to be completed AN to share with SGM when avail.</p> <p>Please forward minutes for feedback forms to AN for central log in highlighting sections to be shared in future e-bulletins / SG coms</p> <p>AN to continue to log minutes and feedback forms and follow up on anything outstanding.</p>
<p>Matters Arising:</p> <ul style="list-style-type: none"> • Idea to establish link members to specific groups (T4S, ACE, NAB etc.) in order to feed in and out • PM shared his advertising success for the SEND4DADS group. Target criteria to be discussed at the next meeting for NPFG paid advertising 	<p>AN to make contact with SEND groups/ specific people. CB to be invited to next SGM – done AN to contact “Link Members” for feedback one week prior to SGM and share minutes</p>
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> • Movin’ on Up conference • 4 mainstream schools booked • home educating network to be included, YP needs to be escorted by parent/carer • Bright Futures - busy preparing, looking for parent speaker with positive 	<p>AN to share details with home ed network</p> <p>AN to share event on the NPFG Facebook page - done</p>

<p>transition example, offer from Donna Carrol – tbc</p> <ul style="list-style-type: none"> - most people on the speakers wish list are not avail on 8th - bookings are coming in slowly <ul style="list-style-type: none"> • Another set of Year 5 seminars planned: 7th March – Kettering 9th March – Delapre • Staffing: Vacancy as of 1st Feb for South Northants Case Worker to Fran’s post, proposal for Emma to step up as she has completed independent support training • Huge demand on service at present, schools are signposting parents to IASS often passing responsibilities on • Independent Support Good data sharing systems in place now, positive feedback • All Together initiative New LA countywide Anti-Bullying Strategy, training offered to all schools, encouragement for schools to write songs about Anti Bullying – schools could win prizes 	<p>AN to promote after Bright Futures NiT to forward flyers</p>
<p>Guest Speaker:</p> <ul style="list-style-type: none"> • None this month 	
<p>Future NPGF SGM Dates: Thursday, 9th February 2017 – C1 Wednesday, 8th March 2017 – C1 Thursday, 20th April 2017 – tbc</p> <p>All meetings 9:30 – 12:30h at the Bee Hive Harborough Road, Kingsthorpe Northants, NN2 8LR</p>	<p>AN to invite potential SGMs currently working Thursdays - done</p>

