



Steering Group Meeting

9th February 2017 - Bee Hive

9:30h - 12:30h

<p>Present: DJ, PM, JM, MR, AB, AN, HT, JOM, COB, JAM</p>	
<p>Apologies: VV, VC, AMC, SFG,</p>	
<p>Absent: CP, BW</p>	
<p>Previous Minutes: Jan minutes have been signed off</p>	<p>AN to liaise with NT to upload to the NPF website</p>
<p>Events:</p> <ul style="list-style-type: none"> • <u>Bright Futures – 8th Feb 2017</u> - Post event evaluation: good attendance although some no shows, good selection of speakers, agenda too tight, lunch disappointing, sandwiches not marked and not replenished frequently enough, lack of biscuits - LDPB Young People’s conference - 8th March 2017 - Kettering Conference Centre - Short Break Survey in easy read version compiled with the assistance of Kingsley School - AMC and SFG will be representing NPF • <u>20:20 Vision Event March 2017</u> • 3 day event, 14th/22nd/30th March 2017 at the Park Inn • NPF members will facilitate some of the workshops, JM is co-ordinating availability for facilitator training on several days 	<p>AN to request feedback from EH together with attendee details</p> <p>AN to forward Liability Insurance doc to Lisa</p> <p>AN to organise thank you for Kingsley School and drop off</p> <p>AN to complete risk assessment</p> <p>AN to buy equipment, dots, foil, tape</p> <p>JM to supply balloons and pump – sticks have been donated by the LDPB</p> <p>Facilitator Training: 28th Feb, 11:00h - HT 28th Feb, 13:00h – AN, AB 28th Feb, 14:30h – PM, MR 9th March, 10:30h – DJ</p>

<ul style="list-style-type: none"> • <u>Meet & Greet Events</u> - Need identified to repeat M&G events in the North and South of the county - Dates to be decided • <u>SummerSENDSation 2017</u> - Sunday, 11th June 2017 - Northampton College - Currently 29 stalls for market place booked including NPFG - JM finalizing Northampton Community Fund application - Just Party Entertainer booked at discounted rate - Inspiration Radio will be on site for live radio workshop, great taster session for any students interested in a media career - Donations received so far include £100.00 Kier, £99.00 TESCO 	
<p>Planned Parent Engagements</p> <ul style="list-style-type: none"> • Time Out South (HT) • Time Out North (AN) • Downs Group Northamptonshire (PM) 	
<p>Financial Update (JM):</p> <ul style="list-style-type: none"> - £3470.00 of current grant remaining, new literature printing, pens - Approval required from Regional Advisor as discrepancy in forecast is over on expenses and remuneration but down on training 	<p>ALL to submit any outstanding expense claims AN to order 500 merchandise pens AN/JM to stock up on infrastructure items – cartridges, phone top up AN to look into Parent Participation Training for new SGM, Kettering venue, dates to be discussed.</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 • Idea to upgrade Survey Monkey to received increased response figures for approx. £200.00 	<p>PM to look into legal implications for data collection/ storage</p>

<p>Membership:</p>	<ul style="list-style-type: none"> • AN to follow up on outstanding membership forms • AN to forward policies to PM to check for accuracy
<p>Communication</p> <ul style="list-style-type: none"> • The first coms meeting took place at the end of January • Suggestions to the current leaflet have been made • A draft was discussed for an easy read flyer • Suggestions have been brainstormed to improve the NCFG website • Filming of b-roll took place at Bright Futures 	<p>AN to draft easy read flyer AN to summarize the website suggestions for discussion with NaT at Web Alert</p> <p>PM/DJ/JM feedback outstanding re cutting suggestions</p>
<p>Website Management:</p> <ul style="list-style-type: none"> • Meet the Steering Group page planned • DJ and AB's intro have been received 	<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 NCFG 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 AN to research training venues in Kettering for next round of Parent Participation Training</p>
<p>Future NCFG Representation</p> <ul style="list-style-type: none"> • Please see attached updated overview of future representation. 	
<p>NCFG Representation since last meeting (11th Jan – 9th Feb) :</p> <ul style="list-style-type: none"> • IS Governance Board • DCYPDG • Carers Partnership Board • CHSWG 	<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>

	AN to continue to log minutes and feedback forms and follow up on anything outstanding.
<p>Matters Arising:</p> <ul style="list-style-type: none"> • Current issue with ADHD diagnosis, DCYPDG proposed new service model with county wide team • Martin Adams has left • NCC target to save 12 million • Current issues with CAMHS • Contact was made with Councillor Golby • Special School Conference is scheduled for 16th June 2017, 	<p>AN to find out successor for revised Meet & Greet event All to send in bullet points AN to invite Councillor Golby to one of the next meetings AN to investigate where and if NCFG could participate</p>
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> • Successful Movin' on Up conference • Comments from evaluation forms have been shared, disappointing to learn that parent carers did not understand the link to the Local Offer presentation • Nicola Scott now interim Line Manager for IASS • Another set of Year 5 seminars planned: 7th March – Kettering 9th March – Delapre • Staffing: Fran has now left Lisa is the only full time case worker at present Services are stretched as workload remains high Previous recruitment stop now lifted but will incur 3 month delay in filling the vacancy • Move to Angel Street imminent (May?) Plans to hot desk as only 7 work stations avail for 9 staff • new phone number in place which will be circulated shortly • SummerSENdsation preparations in full swing, call for volunteers on the NCC intranet "Informer" 	<p>AN to share event on the NCFG Facebook page - done</p>

<ul style="list-style-type: none"> • All Together initiative Setting up Anti Bullying Steering Group 	<p>Chairs to find out if NPFG rep is required</p>
<p>Guest Speaker:</p> <ul style="list-style-type: none"> • None this month 	
<p>Future NPFG SGM Dates: Wednesday, 8th March 2017 – C1 Thursday, 20th April 2017 – C1 Wednesday, 10th May 2017 – C1 Thursday, 15th June 2017 – C1 Thursday, 6th July 2017 – C1</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>