



Steering Group Meeting

13th July 2017 - Bee Hive

9:30h - 12:30h

Present: DJ, PM, JM, JP, MR, AB, AN	
Apologies: VC, HT, KS, AMC,	
Absent:	
Previous Minutes: June minutes have been signed off – slight amendments	AN to liaise with NT to upload to the NPFG website - done
Events: <ul style="list-style-type: none"> • <u>20:20 Vision</u> - Draft plan will be discussed at DCYPDG on Tuesday • <u>Meet & Greet with Professionals</u> - Date set for Monday, 9th Oct 2017, 9:30-12:30 - Venue: Angel Street booked - Catering T&C with pastries • <u>NPFG AGM</u> - Wednesday, 8th November 2017 - Additional guest to be invited for 10:00h 	<p>DJ to advise date for Away Day</p> <p>ALL invitation list to be compiled</p> <p>AN to compile a list NPFG members available to attend</p>
Meeting Log Additions: <ul style="list-style-type: none"> - 28/29th Sept 2017 - Regional Health Event – AB - 	AB to advise date, time and location
Parent Engagements Events – Feedback: <ul style="list-style-type: none"> • 	

Working Group Feedback:

- Transport (PM)
- On course, as accurate as possible, new system trialed, parent letters will be distributed 2nd week of August to all parent carers who applied on time, more communication by email rather than by phone to keep lines open, two telephone lines for school/parents & internal calls, APP still being finalised, new Transport Board overseen by councillor (Name) KS to take over from DJ in October 2017

- Health SEND working group (AB)
- Rachel Akers gave feedback on CQC/Ofsted inspection, 2 points raised: Quality of Health Advice often inadequate, Quality of Data (if any) poor
- single point of database access from now
- data available for ages 0-19 but 19-25 missing
- training to health staff to log SEND info, OPP will be attached to health records, documentation varies
- training for EHCP teams planned looking at good practises at neighbouring counties
- CAMHS – 2 year project to Adult Mental Health Service, current system has inconsistencies
- Professionals to hand out feedback forms – needs to be audited
- Hospital passports good idea but not constantly used

AB to find out how many ADOS requests have been made

AB to compile and forward feedback form

<p>Financial Update (JM):</p> <ul style="list-style-type: none"> - Spent on track, all funds allocated - £910 left over from SummerSENDSation event - Meet & Greet with Professionals 	<p>ALL to provide expenses by end of August</p>
<p>Projects:</p> <ul style="list-style-type: none"> • <u>Survey Monkey – Shortbreak Requirements in Northants</u> - 5 questions - Regional info, what activities, what age group, how frequent, what days, financial contribution - Carers activities to be added 	<p>PM to look into legal implications for data collection/ storage DJ to attend training on new data legislation end of August and feedback DJ to invite Rachel Sansome to next September NCFG meeting</p>
<p>Website Management:</p> <ul style="list-style-type: none"> • Project still pending 	<p>AN to summarize website enhancement and liaise with NT in the summer holidays</p>
<p>Next e-bulletin Mailing</p> <ul style="list-style-type: none"> • 	<p>AN to summarise achievements</p>
<p>Future and past NCFG Representation</p> <ul style="list-style-type: none"> • Please see attached updated overview of representation. 	<p>NCFG Reps to compile outstanding feedback forms high lighting the main points for e-bulletin mailings</p>
<p>AOB</p> <ul style="list-style-type: none"> • EM regional Basecamp is up and running again • NCFG policies need to be reviewed (Data Protection – PM) (Safeguarding – AB/DJ) (Volunteer Agreement –) (Constitution -) 	<p>AN to add DJ and AB to distribution list – done AN to share Safe Guarding policy with AB, AN to check if most current policies are uploaded on the website AN to share policies with CW to be compared with CAF guidelines</p>
<p>Guest Speaker – none this month</p>	
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> - Office space still an issue, Governance meeting supported plans to move to independent location, currently no alternative 	

<p>and no change expected prior to Oct/Nov 2017</p> <ul style="list-style-type: none"> - Identified need for more regular team meetings due to diverse location - Nikki Taylor contract extended to March 2018 - Bright Futures 2017, proposed to change dates to Nov 2017, discussion with Blaine at Northampton College, parent carers of year 10 targeted 	
<p>Future NPFG SGM Dates: Thursday, 7th September 2017 – C1 Thursday, 5th October 2017 – C1 Wednesday, 8th November 2017 – C1(AGM) Thursday, 7th December 2017 – C1</p> <p>All meetings 9:30 – 12:30h at the Bee Hive Harborough Road, Kingsthorpe Northants, NN2 8LR</p>	