

Present: DJ, TrR, JM, MR, SB, HB, AN	
Apologies: PM, HT, KS, AMC, JP	
Absent:	
Previous Minutes: December minutes have been signed off	AN to liaise with NT to upload to the NPFG website – done
Events: <ul style="list-style-type: none"> • EM Away Day <ul style="list-style-type: none"> - 14th March 2019, Kegworth - 5 places per region (45) - Lara Roberts facilitator - Parent participation & resilience training - Day to be filmed to create an online training module - Funded by EM discretionary grant left overs • Open Space event <ul style="list-style-type: none"> - Idea to organise another event for parent carers and professionals to discuss issues • Making Mainstream Work conference (HT,KS,MR,AN in task and finish group) <ul style="list-style-type: none"> - Grant application in progress - Event moved to Nov 2019 tbc - Plan to get senior leadership involved which currently overrule SENCO recommendations - Idea of smaller, possibly twilight sessions by area hosted by a school, which will reduce travel time for participating schools - Working with parents to ensure schools hear parental 	AN booked venue – payment due Safe the date comms - done CG to send invitation and booking form via Eventbrite JM to liaise with the Bee Hive re availability of the main hall AN to liaise with Nicola Stepani re exclusion data

<p>experiences and parents understand school messages</p> <ul style="list-style-type: none"> - Champion school to share their good practise 	
<p>Financial Update (JM)</p> <ul style="list-style-type: none"> - Currently £5105.00 in bank account to be spent before March 2019 - £500 left for Meet & Greet - £1200 allocated to events - Other funds accounted for - £ 900 training budget from Northants could contribute to EM Participation Training if needed 	<p>All SGM to submit outstanding expenses</p>
<p>Work Stream Feedback:</p> <ul style="list-style-type: none"> - Autism Strategy Berrywood event on 17th Jan 2019 to launch Autism Champions, JM, KS are participating, aim to have email contact to assist with problem solving 	
<p>Projects:</p> <ul style="list-style-type: none"> • NPFG Clip - Meeting to be scheduled with BH • Training - Webinar recording is being looked at as part of an EM regional project to create a training resource • Contact List - professional contacts grouped in H, E and SC – work in progress • Website Management - Future work streams to be publicised in advance as engagement opportunity • Participation & Engagement working group - Tool kit to be completed? • Follow up on Ofsted / CQC recommendations 	<p>AN to liaise with BH re availability</p> <p>AN to work with Excel, DJ to share details re refresher training MR to email current “patchy” list to NiTaylor for assistance Work stream list with summary forwarded to NT. Awaiting DJ and HT input</p>

<p>Matters Arising:</p> <ul style="list-style-type: none"> • SEND Reform “How was it for you” discussed survey monkey evaluation - low contribution, not too many conclusions could be drawn - Disappointing to find out negative perception, lack of support and that NCFG is not engaging effectively. • Work with NCC continues to be challenging, lack of decision making and moving things forward as all departments are treading water in anticipation of proposed changes • Revisit code of conduct to look at dispute section • LD now sitting with NASS at Campbell House, positive move • Northamptonshire Carers are emphasising their work on SEND carers – new link via SB • SENCO conference scheduled for October 2019 • NCFG Equipment List has been updated 	<p>Plans to increase and intensify links with other SEND groups</p> <p>AN to add to Feb agenda</p> <p>AN to contact CF to explore SENCO training opportunities</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 highlighting the main points for e-bulletin mailings</p>
<p>Parent Engagement:</p> <ul style="list-style-type: none"> • Please see updated engagement calendar 	
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> • No further news re relocation within OAS • Relocation of MASH on hold • No update re LA restructure • Meeting with LA and Health scheduled to jointly commission IASS services and explore H and SC training options • Discussions about IASS remit and expectations 	

Guest Speakers: Kathy Forsdyke – Information and Business Support Team Manager

- Requests for Statutory Assessments (RSA)
- Online forms are currently only available for schools
- Parents currently use a template letter addressed to the Ass Director but delays occur until the right department is reached
- Plans to make the RSA form available online which could make it simpler
- NCFG welcomes this move but suggested to have a checklist upfront to ensure all documents can be gathered before they complete the form
- The system now allows the work in progress form to be saved and evidences can be attached
- EHP experience survey
- KF shared the survey draft to obtain feedback from NCFG
- The survey is designed to capture the views of parent carers who experienced the EHP process with their child/children
- The questionnaire currently comprises 42 questions and it has been agreed it needs to be reduced
- View point
- KF also shared the updated info of the YP questionnaire to capture the views on their annual reviews

AN to share the questionnaire with the steering and associate members electronically and comments will be discussed at the Feb SGM

AN to share the survey with the home educating network as this may be the only way to capture the voice of the YP

Future NCFG SGM Dates:

Wednesday, 13th February 2019
 Wednesday, 13th March 2019 (lunch)
 Thursday, 4th April 2019
 All meetings 9:30 – 12:30h in C1
 at the Bee Hive
 Harborough Road, Kingsthorpe
 Northants, NN2 8LR