

Present: PM, JM, DJ, MR, KS, AW, AN	
Apologies: CB, LG, JP	
Absent: NT, HT, JW,	
Previous Minutes have been approved and signed off by PM	
<p>Events:</p> <p><u>Health & Social Care Event Planning</u></p> <ul style="list-style-type: none"> - JM/AN feed back on site inspection, AN drafted a layout plan. A max of 8 market place tables will be offered which have been allocated - Lunch choices have been made - Equipment list has been discussed - Registration data has been shared currently at 36 professionals and 13 parent carers attending, max attendance has been capped at 60 - 8 student health visitors have been booked. It has been discussed to limit students to two places. Recently plenty more students requested a place which has not been confirmed and JP suggested to present to this group separately - Social Care and Therapies are underrepresented – SGM to give it another push - Market place tables have been allocated and capacity has been reached 	<p>AN to check WIFI availability at Wicksteed</p> <p>JM to communicate lunch selection and follow up on flip charts</p> <p>AN to take over enquiries email and update registration document AN to email SGM and associate members to see who is available to join the event AN to include raffle ticket column starting at 80+</p> <p>JP to liaise with Helen Kimbal to set up NPF presentation to Health Visitor students AN to invite Dave Nutting, Cheryl Elliott or successor Sarah Lee and Annie Banister</p> <p>Julie McFarlane, Transition Lead has been invited. AW to forward list of 3 names suggested by David Loyd-Herne. PM to contact Catherine Tote,</p>

<ul style="list-style-type: none"> - Guest Speakers wishlist has been discussed. It was decided to allocate the 60 minute slot as follows: <ul style="list-style-type: none"> ❖ Caroline Tote, Social Care focus including Respite, Pathways, Assessments – 20 minutes ❖ Sonia Woodhouse, - Care Act – 10 min - the following health representatives will share a 30 minute slot: <ul style="list-style-type: none"> ❖ David Loyd-Hearne – Mental Health ❖ Sian Heale – Complex Needs ❖ Helen Adams – SEN commissioning ❖ Marianne Watts (nee Spencer) – Continuous Care - JM will liaise with Dave Carr to ensure workshop material is provided - It was suggested to include post it notes to delegate packs so questions/ suggestions can be posted onto a notice board or suggestion box - SGM participation - AW offered to assign two case workers to scribe workshop notes, Autism Concern (Sam Lavender) and Northants Carers to be approached (by whom?) for additional support. 	<p>Helen Middleton and Ravina Kotecha (RK registered in the meantime!)</p> <p>PM to contact guest speakers on the wish list to confirm availability, suggest content and request copies of the presentation</p> <p>JM to update NPFG display board LG to provide all photographs on a memory stick to JM</p> <p>JM to purchase post it notes and include in pack. JM to forward workshop registration template to AN for printing.</p> <p>AN to arrange notice board/suggestion box</p> <p>Please also advise which workshop you are most comfortable to facilitate.</p> <p>AW offered assistance to print and enlarge general registration doc to A3</p>
<p>Database Management:</p> <ul style="list-style-type: none"> - New webpage has the database behind it - Statistics can be pulled - Including the option to targeted mailings - JP completed the mapping exercise and compiled the attached document. Her work has been praised by PM and all SGM. The exercise has 	<p>AN to meet with JP for website/ database management training</p> <p>AN/JP to sort members in alphabetical order</p> <p>AN to share the Mapping Exercise document with all SGM</p> <p>JP to forward membership form to:</p>

<p>highlighted a serious capacity problem.</p> <ul style="list-style-type: none"> - PM also reviewed and praised database. 	<p>Diane Chandley and Bridget McGowan and Tracy Davidson (AW suggestion) to encourage Associate Membership, David Johnson for SG Membership</p> <p>AW shared two contact forms for database inclusion/membership opportunities (Victoria Horn, Stephanie Warnes) Stephanie is a parent rep on the Transitions workstream challenge board. She has also registered for the H&SC event AN to forward forms to JP JP to advise current number of Associate Members</p>
<p>Financial Update (JM): Second part (£7500) of the 2014/2015 Grant has been received NCFG will apply for the discretionary grant. The following suggestions have been made to fund the following:</p> <ul style="list-style-type: none"> - PA system - Website set up - Lanyards - 2 Flipcharts <p>JM/AN will complete the application – deadline is 17. November</p>	<p>CB to advise cost for laptop repair</p>
<p>NCFG Policies All SGM present at the meeting (despite DJ) have received a revised membership pack. Revised policies to be signed by 31.December 2014.</p>	<p>ALL to read and sign relevant sections</p>
<p>Parent Representation <u>Health Work Stream (KC/CB):</u></p> <p><u>Social Care working group</u></p> <p><u>Transport Focus Group (PM/KS/CB):</u></p> <p><u>High Needs Panel (JP):</u></p>	<p>KS will chase next meeting</p> <p>KS expressed to step down from involvement in Transport Focus Group, DJ expressed an interest to take over</p> <p>JP shared that SEN descriptors have been streamlined. BESD (Behaviour, Emotional & Social Difficulties) have been replaced by SEMH (Social, Emotional & Mental Health). Great</p>

<p><u>Healthwatch Advocacy Consortium (PM)</u></p> <p><u>T4S (CB/KS/LG):</u></p> <p><u>Regional (AN):</u></p> <p><u>Carers Support Commissioning Group(LG):</u></p> <p><u>Local Offer (VC):</u></p> <p><u>EHC (AN):</u></p>	<p>improvement as looking at the reasons for behaviour and meeting those needs will reduce the undesired behaviour. JP also requested to share her recent feedback to Alison Shipley with SGM. Included was a noticeable culture change, professionals are open to change and encourage colleagues to do the same, personal accountability is present and JP is hopeful for the future.</p> <p>Healthwatch overall in charge of commissioning all advocacy needs , local organisations can tender. NPFG needs to be part of this. Next meeting scheduled for 25th Nov at 15:00h - PM requested date change</p> <p>KS updated SGM on Education Entitlement Service, in need of improvement, Alison Shipley does not manage EES, EES can only be accessed by email. Parents are encouraged to come to NPPS for support</p> <p>Recent minutes have been circulated</p> <p>Still awaiting minutes from the June meeting despite numerous f/ups.??? LG shared that Sonia Woodhouse offered to run a workshop on carers at our H&SC event. PM will liaise with her regarding a presentation. There will be a wider consultation again in Jan 2015 on the Care Act. The Assessment Policy has been signed off, changes to the Eligibility Policy are on-going and will be part of the next meeting's agenda. PM to review all policies. Next meeting scheduled in 4 weeks – date t.b.a. by LG</p> <p>Minutes of the last meeting (September) are available from AN</p> <p>Next meeting is scheduled for 18.11.14</p>
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<p>Website: Meeting with Zinc was successful. Services have been paid until March 2015. No contract exists so termination of this service should be amicable. Original website needs to be maintained until March 2015.</p>	<p>KS and PM will “tidy up” the site and delete all irrelevant information prior to the transfer to the new website in April 2015</p>
<p>Next NPFPG Meeting Dates: Tues. 02.12.14 – 9:30-12:30h SGM followed by lunch Thur 08.01.14 – 12:30 – 14:30h SGM Subject to change</p>	<p>All to advise AN of participation by 25th November as we need to advise Bee Hive of numbers</p>
<p>Guest Speaker – None this months</p>	<p>All SGM to forward names of people who approached NPFPG for an opportunity to present to NPFPG – AN to compile a list to prioritise at next meeting</p>
<p>Info share: Co-production DVD - LG</p>	
<p>NPPS Update: (Anne Wakeling)</p> <ul style="list-style-type: none"> • AW explained again the 4 work streams currently underpinning the EHC plan, The following parent representation is covered: <ul style="list-style-type: none"> - Local Offer – Diane Chandley - Transition/Transfer – AN/NT - Post 16 – NT/MR/DJ - Personal Budget – JM • MR and NT were not available at recent Post 16 workstream meeting. AW feed back that leaflets are currently being put together. Students under learning difficulties in colleges are unknown at present, yp and parent/carers have received letter explaining EHC assessment request procedure Questions arised what is an educational setting – for example Project Care is not • AW updated SGM on Core Asset meeting to discuss future collaboration, joint recruitment event is being discussed which 	<p>AN to email associate members to see if another parent/carer is available to participate on work streams</p> <p>It was understood that CB and JP previously expressed an interest in the Local Offer workstream but no reply has been received. AW to follow up and secure a second Parent/Carer place on the local offer</p> <p>AW to forward a list of Further Education colleges pls.</p> <p>PM requested feedback from SGM regarding proposed ISS Referral Protocol prior to signing this off</p>

<p>could also serve as a market place opportunity for NCFG</p> <ul style="list-style-type: none"> • A training opportunity was discussed with IPSEA for Independent Support . KS has completed training but any SGM offering Independent Support is encouraged to conduct this training consisting of 10 online modules and 2 face to face training days. • NCFG has shared their draft logo for their current rebranding exercise 	<p>Please contact AW for further info</p>
<p>AOB</p> <ul style="list-style-type: none"> • PM met with Whittlebury Hall re future sponsorship/ event support as their weekend meeting rooms are under utilised 	<p>PM to arrange a meeting with Alison Shipley to go through notes from Education Solutions Event. Outcome of this meeting should be posted on NCFG website.</p>