



Steering Group Meeting

20. January 2015 - Hunsbury Hill

9:30h - 13:30h

<p><b>Present:</b> PM, JM, DJ, PT, AN</p>	
<p><b>Apologies:</b> MR, VC, AW</p>	
<p><b>Absent:</b></p>	
<p><b>Previous Minutes</b> have been approved and signed off by PM</p>	
<p><b>Events:</b>  <u>Health &amp; Social Care</u>  <u>Post Event Evaluation</u></p> <ul style="list-style-type: none"> <li>• plus/ minus chart has been discussed</li> <li>• workshop summaries have been shared with DYYPDG, Alison Shipley will use the findings as material to be discussed at NCC Away Day at Knuston Hall on 11. Feb 2015.</li> </ul> <p>Family Fun Day</p> <ul style="list-style-type: none"> <li>• Date to be discussed preferably Sunday in September</li> <li>• Venues to be researched including:             <ul style="list-style-type: none"> <li>- Northants Cricket Ground</li> <li>- John Lowther Centre</li> <li>- Northampton College</li> <li>- Wicksteed Park</li> <li>- Stanwick Lakes?</li> </ul> </li> <li>• Site inspections to be organised</li> </ul>	<p>JM/AN to meet at Northants Cricket Ground 4.02.15          PM to meet with Fiona Parnham from Northampton College on 27.02.15 at 13:30h t.b.c.</p>

<p><b>Database Management:</b></p> <ul style="list-style-type: none"> <li>- Urgent need to train more SGM A meeting is planned for 20/02/15 with Nathan Thadani from WebAlert to explain structure, function and discuss usage.</li> </ul>	
<p><b>Financial Update (JM):</b></p> <ul style="list-style-type: none"> <li>• Discretionary grant of £2085.00 has been received. The plan is to spent the funds on : <ul style="list-style-type: none"> <li>- 1 laptop</li> <li>- 2 flip charts</li> <li>- 1 PA system</li> <li>- 100 lanyards to be used by NPFG members when representing the forum</li> <li>- 1 ipad</li> </ul> </li> <li>• Funds need to be spent by 31.March 2015</li> <li>• 6095.00 need to be spent by the end of March, £5000.00 will be allocated to training and the reprint of the NPFG literature £600.00 are left from the discretionary grant</li> </ul>	<p>Spending suggestions for 2<sup>nd</sup> part of 2014/15 grant include:</p> <ul style="list-style-type: none"> <li>• new roller banner</li> <li>• reprint of NPFG literature (to include 3 levels of membership info)</li> <li>• reprint of NPFG posters in A5 and A4 format</li> </ul> <p>All to provide expense claims</p>
<p><b>Training</b> Dave Carr has been contacted to provide Parent Participation Training for Associate Members</p>	<p>AN to set up a doodle poll and contact Associate Members to find out most popular dates.</p>
<p><b>NPFG Membership/ Policies</b></p>	<p>AN to compile chart and chase outstanding SGM, update database,</p>
<p><b>Future Calendar of Events:</b> EM Development Day for PCF Lead &amp; SEND Reform Leads, Kegworth 26.01.15, 10:30-13:00h Transport Group, Riverside, 26.01.15, 12:00-14:00h Volunteer Centre Service Forum meeting, ?? Jan 2015 - ?? NCC Local Offer work stream, JDH F3 30.01.15, 11:30-13:00 NDTI National Development Day for Inclusion - ?? 04.02.15, 10:00-12:30h</p>	<p>JM/AN  PM/DJ  PT  AW/PM?  ??</p>

<p>NCC Away Day, Knuston Hall 11.02.15, 9:30-16:00h NDA Dyslexia Event, Daventry 06.02.15 – Daventry &amp; District Welfare Foundation Day Centre, 19.00-21.00h NDA Dyslexia Event, Wellingborough 20.02.15 – Victoria Centre, 19.00-21.00h Advocacy Service Stakeholder Consultation Workshop, County Hall 16.02.15, 13:30-16:00h EMRNF AGM, Leicester 9.03.15 10:30-14:00h DCYPDG, Knuston Hall 12.03.15, 14:00-17:00h Dyslexia AGM 25.03.15, time t.b.a.</p>	<p>PM/DJ PT/ PM? PM/MR PM/DJ JM/AN PM/DJ</p>
<p><b>Parent Representation</b></p> <p><u>Health Work Stream (KC/CB):</u></p> <p><u>Social Care working group</u></p> <p><u>Transport Focus Group (PM/DJ):</u> no minutes received, next meeting t.b.a.</p> <p><u>High Needs Panel (JP):</u> No update DJ expressed an interest to replace JP as NPFG representative</p> <p><u>Healthwatch Advocacy Consortium (PM)</u> Please find minutes attached</p> <p><u>T4S:</u> No feedback received</p> <p><u>Regional :</u> Please find Northants update as well as minutes attached.</p> <p><u>Carers Support Commissioning Group(LG):</u></p> <p><u>Local Offer (VC):</u> Next workstream meeting is scheduled for 30/01/15. VC is unable to attend,</p>	

<p>AW will feed back.</p> <p><u>EHC Transition/Transfer (AN):</u> NT attended please find minutes and NT's comments attached.</p> <p><u>Core Asset Recruitment Day</u> AW informed us that one person attended and was offered the position. No details have been received.</p>	
<p><b>Website:</b> KS and PM cleaned up Northants pfg website and deleted all out of date information. All emails were forwarded to the enquiries email address and have been responded to in the meantime. AN in urgent need of training on new website</p>	<p>AN to contact Nathan to obtain access to the Associate Member database. Contact AM with doodle poll dates for training opportunities AN to contact Nathan to upload event summaries onto the NPPG website</p>
<p><b>Next NPPG Meeting Dates:</b> 24.02.15 12:30-14:30h Bee Hive, Hall 25.03.15 9:30-12:30h – Bee Hive, Hall 29.04.15 12:30 – 14:30h – Bee Hive C1 20.05.15 9:30-12:30h – Bee Hive</p>	
<p><b>Guest Speaker – None this months</b></p> <p>Sam Barraclough, Consultation Development Officer, NCC Kathy Forsdyke, Local Offer Manager, NCC Dates to be confirmed It has been agreed to invite the guest speakers at the end of the meeting around 12:00h during an am SGM</p>	<p>PM or AN to confirm appointment</p>

<p><b>Info share:</b></p>	
<p><b>IASS Update: (Anne Wakeling)</b></p> <p>Awaiting bullet points</p> <p>IASS is holding various parent events</p> <p><u>Transfer from Statements to EHC</u>  24.02.15 10:00-12:00h  Northampton Abbey Centre  02.03.15 12:30-14:30h  Daventry Leisure Centre  03.03.15 18:30-20:30h  Tithe Barn Wellingborough  04.03.15 10:30-12:30h  Corn Market Hall, Kettering</p> <p><u>Year 5 Secondary School Transfer</u>  17.03.15 10:00-12:00h and  19.03.15, 13:00-15:00h  Springfield, Northampton</p>	<p>Flyers have been received. AN to promote on NPFG website and facebook page  Booking is essential deadline 16<sup>th</sup> Feb</p>
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• PT suggested to contact the volunteer website “do it” and the 50+ Network to see if volunteers can be found</li> <li>• 3 tier membership system to be included and explained in the new NPFG brochure</li> <li>• It was suggested to have a guest speaker (on SEND law, care act etc.) at our NPFG AGM in September.</li> </ul>	<ul style="list-style-type: none"> <li>• AN to supply editorial to SNIX and mark editorial deadlines for 2015</li> <li>• AN to provide strapline for brochure reprint</li> <li>• AN to contact Kathy Forsdyke to ask for a tab for NPFG on the local offer website</li> <li>• AN to forward mobile phone pictures to JM of H&amp;SC event</li> <li>• AN to work on brochure content for next SGM in Feb</li> <li>• AN to request quotes and samples for lanyards</li> </ul>