

<b>Present:</b> PM, JM, DJ, MR, HT, JS, VC, AN	
<b>Apologies:</b> NT	
<b>Absent:</b> PT	
<b>Previous Minutes:</b> have been signed off by PM	
<p><b>Events:</b> <u>Family Fun Day – September 2015</u></p> <ul style="list-style-type: none"> <li>• PM liaised with various media re event publication</li> <li>• Search continues to find a Northants celebrity to attend the event</li> <li>• Graeme Wilson organised various mascots</li> <li>• All services listed under the NCC's LO have been invited. Bookings are slowly coming in for market place and fund raising activities, up to 100 stalls avail. Services are encouraged to send in literature which we will distribute on their behalf</li> <li>• PM to confirm Galactic Nights / costumes for photo opportunities</li> <li>• Next event planning meeting is scheduled for 2.07.2015</li> <li>• Water sponsorship is no longer required, it was decided to purchase the water at a very reasonable price</li> <li>• Volunteers to wear green t-shirts with volunteer signage</li> <li>• John Griff has been confirmed as Opening Speaker</li> </ul>	<p>All NPF members to like SummerSENdsations on Facebook and share event with friends</p> <p>VC to contact Anna Kennedy for availability, PM to contact Ben. Saints Rugby Player</p> <p>AN to send booking form to Northgate Parent Association for drinks stall AN to send booking forms to F2F, T4S, CHWIG, DLA</p> <p>VC to contact Waendel re volunteers</p> <p>AN to contact HM and Scouts re owl display, JE re Pancake Van</p> <p>AN to look into NPF balloons (1000)</p> <p>PM / JM to attend SummerSENdsation planning meeting</p>

<p><u>AGM – 21. October 2015</u></p> <ul style="list-style-type: none"> <li>• Bee Hive current venue depending on RSVP numbers venue may need to be changed</li> <li>• Proposed timing: 10:30h – 11:00h AGM 11:00h – 12:30 “Law Update followed by Q&amp;A session and possible private “Law Clinic”</li> <li>• Steve Broach’s office was contacted but proposal was declined due to budget restrictions</li> <li>• Via Mencap contact has been made with Irwin Mitchell Solicitors, awaiting name of allocated lawyer from either the Birmingham or London Office with costing</li> <li>• Refreshments planned include tea/coffee &amp; cakes</li> </ul>	<p>AN to f/up</p>
<p><b>Website / Database Management:</b></p> <ul style="list-style-type: none"> <li>- Feedback has been received ideas include</li> <li>- Update family stories to match to current NPFG members</li> <li>- List future NPFG Steering Group Meeting dates to give any members especially Associate Members the change to keep in touch</li> <li>- Publish a shortened version of the future and past meeting log to display NPFG engagement activities</li> </ul>	
<p><b>Financial Update (JM):</b></p> <ul style="list-style-type: none"> <li>• Currently £9.430 in bank</li> <li>• £6.893 to be spent by 30/09/15</li> <li>• Northampton College deposit will be a large allocation</li> <li>• Expense claims were chased</li> <li>• Hourly rate has been increased to £8.00</li> <li>• Public Liability insurance has been purchased from AON</li> </ul>	<p>JM to continue the research WIFI on the move options i-pad</p> <p>All SGM to forward their expense forms</p>

<p><b>Website Management:</b> All SGM dates to be published An abbreviated meeting log to be published on the website with possible link to the minutes</p>	<p>AN to liaise with NT  PM to find out if NCC's yearly plan can be published on the NPFG website</p>
<p><b>Future NPFG representation</b> Please see attached updated overview of future representation.  Core Assets YP Advisory Group has been discussed and it was decided that NPFG no longer participates due to the distance of meeting venue.</p>	<p>AN to liaise with the EMRN to ensure a regional rep is attending for the EM to feed back.</p>
<p><b>Past NPFG Representation:</b> Please see attached overview on past and future NPFG engagements</p>	<p>All SGM attending work streams etc please ensure the minutes or feedback form is sent to enquiries@npfg for central filing. Thank You.</p>
<p><b>Future NPFG SGM Dates:</b> 23.09.15 9:30-12:30h Bee Hive C1 21.10.15 9:30-14:00h Bee Hive Hall, AGM 12.11.15 9:30-12:30h Bee Hive C1 16.12.15 9:30-12:30h Bee Hive C1 followed by lunch</p>	<p>AN to publish SGM dates on Facebook AN to encourage parent carers involved in other groups to feed in/back</p>
<p><b>Guest Speaker</b> <b>Kathy Forsdyke, Local Offer Team Manager</b> in post since 1<sup>st</sup>.Sept 2014 Local Offer Presentation included:</p> <ul style="list-style-type: none"> <li>- fully compliant to legislation</li> <li>- more than just an online directory, available in different formats, using widget software for visual enhancement, translation into any language and as a read out loud</li> <li>- live and interactive site to incorporate feedback and opportunity to add missing info</li> <li>- social media presence with engagement twice a day on Facebook and Twitter</li> <li>- pages designed to be used on smart phones</li> <li>- includes a glossary , you tube clips</li> </ul>	<p>Feedback is really important. All NPFG members are invited to use the site and feedback what they liked, disliked and what was missing</p>

<ul style="list-style-type: none"> <li>- includes quick links on the features bar to portage etc.</li> <li>- use key words in in info searcher for best results filter options include category, years, location – remember “the less you put in the more you get out”</li> <li>- two sets of information – services and providers and information and articles</li> <li>- shortlist facility will be saved to hardware you are using, can’t be shared to various devices – current IT challenge and work in progress</li> <li>- links are checked weekly</li> <li>- service consultation planned</li> </ul> <p>Co production of SummerSENdsation event</p> <p>DJ is the NPFG rep on the Local Offer workstream</p> <p>Invitation extended to NPFG to participate in Local Offer Peer Review workshop in Leicester</p>	<p>AN to participate in conference call with Mott Macdonald, conduct Derbyshire’s Local Offer peer review and attend workshop on 16.07.15</p>
<p><b>IASS Update: (Nikki Taylor)</b> <u>In house Update</u></p> <ul style="list-style-type: none"> <li>* 2 new staff members : Emma Harrison – Office Admin Lisa McGarety – Information Advice and Support Officer (starting mid August)</li> <li>* New website going live shortly</li> <li>* Database update - currently working with two systems, amalgamation in the next two weeks to one</li> <li>* Nikki and Fran completed CDC Independent Supporter Training</li> <li>* NT attended independent supporter workshops to build relationships. Governance and Progress Meetings with Core Assest now scheduled for end of July</li> <li>* NT attended Olympus Hub events in</li> </ul>	<p>NPFG members to look at the new website and feedback</p>

<p>Northampton, W'boro and Kettering and is visiting various youth groups to engage with YP in a more organic way</p> <p><u>Parent/Carer Engagement</u>  * EHC team has organised a series of events regarding transfers from statements to EHC plans in schools, one event will take place at Northgate School on 9<sup>th</sup> September 2015 – event open to non Northgate parents. IASS is arranging meetings prior to these events so parents are informed and prepared. A flyer was shared with dates and venue details</p> <p>A flyer for a Person Centred Practise training was shared. This training is available to professionals as well as parent carers</p>	<p>AN to scan and post on NPFG Facebook page</p> <p>All to help spread the word</p>
<p><b>Matters Arising:</b>  * Vacancy of <u>co-chair position</u> was filled by DJ. The chair position is now shared between PM and DJ – Congratulations David!</p> <p>The closure of the residential unit at <u>Moulton College</u> was discussed. NPFG received one enquiry and it was agreed for NPFG not to get involved at this stage.</p> <p>SGM looked at the questions regarding the latest <u>SEND survey</u> but felt as they did not go through the process it was difficult to respond. PM completed the survey on behalf of NPFG in time.</p>	<p>PM/AN to get back to RB with statement.</p>
<p><b>Any other business</b>  A parent forum has been formed at Caroline Chrism school</p>	<p>AN to investigate and book NPFG engagement date</p>