



Steering Group Meeting

12. November 2015 - Bee Hive

9:30h - 14:30h

<p><b>Present:</b> PM, DJ, JP, JM, HT, JP, MR, AB, MR, AN</p>	<p>AB and MR attended the SGM following MR's invitation</p>
<p><b>Apologies:</b> PT, JS</p>	<p>JS has stepped back to Associate Member due to time constrains</p>
<p><b>Absent:</b> VC</p>	
<p><b>Previous Minutes:</b> July and September 2015 have been signed off, Oct AGM meeting minutes will be signed off at the AGM in 2016</p>	
<p><b>Events:</b> <u>SummerSENDSation 13/09/15</u></p> <p>The second part of this meeting was joined by the co-producers for the official debrief and thank you meeting. KF, Leanne?? , AW, NT, GW, Rebecca, were present</p> <p>Discussions included:</p> <ul style="list-style-type: none"> <li>• The feedback list has been updated</li> <li>• A treasure hunt was discussed to ensure guests participate in as many activities as possible</li> <li>• Need to improve the registration process was identified</li> <li>• PM requested a copy of the registration forms</li> <li>• Northampton College was surprised how popular the event was and offered to be involved more next time</li> <li>• A repeat was discussed for 2017 to ensure a bit of breathing space in the organisation period</li> <li>• Schools were suggested as alternative venues including</li> </ul>	<p>Please see attached</p> <p>Lianne to forward the documents to NPFPG AN to conduct a mailing ... would you like to be more involved in NPFG</p>

<ul style="list-style-type: none"> <li>- Malcolm Arnold Academy</li> <li>- Northampton School for Girls</li> <li>- Kingsthorpe Community School</li> </ul> <ul style="list-style-type: none"> <li>• The prize draw was discussed and it was decided to go with the prize structure previously suggested.</li> </ul> <p><u>AGM – 21. October 2015</u></p> <ul style="list-style-type: none"> <li>• Feedback was gathered</li> <li>• It was decided the event was successful despite the disappointing number of delegates</li> <li>• Steven Baylis was a great asset to have, his knowledge and expertise was praised</li> </ul>	<p>AN to contact the 3 prize winners and arrange vouchers to be mailed</p> <p>AN to research documents for downloading on the Luke Clemens website for comparison</p>
<p><b>Financial Update (JM):</b></p> <ul style="list-style-type: none"> <li>• Not much change to the financial overview provided for our AGM in October, first part of DFE Grant has been spent, right on track for the second part</li> <li>• JM and AN worked on discretionary grant application requesting funding for capital expenses, deadline is 16.11.15 with notification early December, Grant funds need to be spent by 31.03.16</li> </ul>	<p>Please see overview attached</p> <p>JM to submit NPFG’s application for the discretionary grant</p>
<p><b>Website Management:</b></p> <ul style="list-style-type: none"> <li>• Need to make the website more user friendly and interactive</li> <li>• This could be a project for a uni student, pictographs and an easy read version is desirable</li> </ul>	<p>Establish working group for website and DVD update (£300 allocated for the DVD in the budget)</p> <p>AN? to contact Northampton College to investigate</p> <p>AN to contact CAF to see if footage from national event can be copied to NPFG’s DVD</p> <p>Website to have a “Have your say” tab for surveys etc.</p>
<p><b>Future NPFG representation</b></p> <p>Please see attached updated overview of future representation.</p> <ul style="list-style-type: none"> <li>• Carers Commissioning (AN)</li> </ul>	

<p><b>Past NCFG Representation:</b></p> <ul style="list-style-type: none"> <li>• CAF national conference</li> <li>• NNPCF AGM</li> <li>• DCYPWG HD – Domiciliary Care (JP/ AN)</li> <li>• EMRNF (AN)</li> </ul>	
<p><b>Future NCFG SGM Dates:</b></p> <ul style="list-style-type: none"> <li>• doodle poll - tbd</li> </ul>	
<p><b>IASS Update: (Anne Wakeling)</b> <u>In house Update</u></p> <ul style="list-style-type: none"> <li>• Training opportunity for Independent Support – please express your interest to AW</li> </ul> <p><u>Parent /Carer Engagement</u></p> <ul style="list-style-type: none"> <li>• Parent info sessions re transfers from Statements to EHC plans</li> <li>• Oct – Dec 2015 transfers</li> <li>• Focus on year 11 and 12</li> <li>• Year 9 will be held in spring 2016</li> <li>• Engagement opportunity: subgroup of SEND Board to prepare for Ofsted inspections:</li> <li>• Looking at 4 areas</li> <li>• Engagement opportunity: on the Challenge Board, next meeting was cancelled, HT expressed an interest to be the NCFG rep, next meeting scheduled for Feb at John Dryden House</li> <li>• The Bridge Project to support children with Autism</li> </ul>	<p>IASS helping with consultation process</p> <p>AW to share new structure chart when available</p> <p>AN/HT to check info on NCC website</p> <p>AN to research meeting dates, times and venue, contact AW for more info</p> <p>.</p>
<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Agenda items have been noted for the December SGM</li> </ul>	<p>ALL to compile a wish list for our parent carer engagement events / coffee mornings/evenings to join existing meetings</p>

<ul style="list-style-type: none"> <li>• 2016 meeting dates and venues have to be determined</li> <li>• The Meeting Log has been updated</li> </ul>	<p>AN to set up a doodle poll to find the most suitable day, avoiding Mondays and Fridays</p> <p>Please see attached and advise any changes</p>
<p><b>Guest Speaker:</b>  <u>Helen Devine, Commissioning Manager, Children and Families Quality and Performance</u></p> <ul style="list-style-type: none"> <li>• Short term contract till April 2016</li> <li>• Currently commissioning Domiciliary Care, request for parent carer involvement at panel meetings, tight timescale plan due to be in place in January 2016</li> <li>• NPFG suggested to liaise with special schools and provided a list</li> <li>• Post on Local Offer site with the question of who would benefit from domiciliary care</li> <li>• Choice was discussed in view of Personal Health Budgets, service, safety and procedures were explained, PM suggested for the health authority to produce a “preferred list” of suppliers in addition to the commissioned partners</li> <li>• AB pointed out that the current Care Directory is not indicating that the services have been checked by the local authority</li> <li>• HD explained the quarterly spot checks which are unannounced</li> <li>• MR explained that parent carer involvement does not seem to be a two way route</li> <li>• It would be useful to include a case study in the Care Directory to showcase examples how providers deal with challenging behaviour for example</li> <li>• HD will assist in starting up the</li> </ul>	<p>JP explained the system level structure</p> <p>JP to put something together to</p>

<p>Social Care Focus Group again</p> <ul style="list-style-type: none"> <li>• NPFG highlighted the down side of short term contracts</li> </ul>	<p>ensure work and engagement continues once personnel contracts expire. DJ to discuss at DCYPDG</p>
<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• Dave Carr outstanding training notes were discussed again</li> <li>• The Facebook site was discussed</li> <li>• A consultation was discussed via survey monkey to ask parent carers 4 questions to sign up to our database</li> <li>• Disability figures were discussed including the need for a data analyst within NCC. Numbers for Northants lie between 2000 based on SNIX figures to 30.000 based on the census self reported data</li> </ul>	<p>AN to follow up again with DC</p> <p>JP to liaise with Claire re virtual mentoring for social media activities JP to look into this using info graphics</p> <p>Lead required</p>