

<p><b>Present:</b> PM, DJ, JM, MR, AN, AMC, HT, MS, VV, CP</p>	<p>Welcome to MS, VV and CP and thank you for joining the SGM!</p>
<p><b>Apologies:</b> VC, JS, JH, JS, CW,</p>	
<p><b>Absent:</b></p>	
<p><b>Previous Minutes:</b> April Minutes have been signed off</p>	<p>AN to liaise with NT to upload to the NPF website</p>
<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• A calendar of engagement opportunities has been collated. Dates and Times will be discussed at the next meeting to allocate NPF reps</li> <li>• CAF workshops <ul style="list-style-type: none"> <li>- future workshop themes have been dicussed. The next one will be on Sleep, Sibling Support and a repeat of the Challenging Behaviour.</li> </ul> </li> <li>• AGM <ul style="list-style-type: none"> <li>- Scheduled for September 2016</li> <li>- Possibly 27/28/29<sup>th</sup></li> <li>- Venue tbd</li> <li>- Utilising CAF workshop on SEND Reform</li> <li>- Inviting NCC personnel to provide local update incl. recent restructures</li> </ul> </li> </ul>	<p>AN collated a chart which MR has taken over to log future engagement opportunities. AN to forward table. AN to arrange the first meeting with Sandra Mole in Corby</p> <p>MR to liaise with the Local Offer to identify further parent carer groups CP to advise local support groups AN to liaise with Emma Taylor to agree a suitable Thursday in October. 20<sup>th</sup> October has been proposed AN to promote</p> <p>ALL to think of suitable venues for 40 pax Suggestions so far include: Caitlands Park Inn Derngate</p>

<p><b>Financial Update (JM):</b></p> <ul style="list-style-type: none"> <li>• JM has provided end of year accounts</li> <li>• The Monitoring Form has been sent off to CAF</li> <li>• The application for the 2016/17 Grant is in the final stages, currently with the EM Regional Advisor for feedback.</li> <li>• The contingency fund will be used in urgent cases until the new funds have been received.</li> </ul>	<p>ALL to hold onto expenses for the time being until funding has been received</p>
<p><b>Projects:</b></p> <p><u>Data Collection / Survey Monkey</u></p> <ul style="list-style-type: none"> <li>• A questionnaire will be distributed to the existing database and Facebook contacts via survey monkey. Aim is to gather membership data in regards to age, disability, location and accessed/required services</li> </ul>	<p>ALL to compile a list of questions/ areas which should be included ready for discussion in the Task and Finish Group following the Steering Group Meeting in June. PM to look into legal implications for data collection/ storage</p>
<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• The updated Membership Chart has been circulated and amended where necessary – please find attached.</li> </ul>	<p>ALL to check the attached chart and forward relevant forms to AN for central filing and log updating</p>
<p><b>Website Management:</b></p> <ul style="list-style-type: none"> <li>• Meet the Steering Group page planned</li> <li>• Webalert has included a training session in this years management fee. Training date t.b.d. when NT is in Northamptonshire</li> </ul>	<p>ALL are encouraged to write a short introduction and why they became involved with NPFG (voluntary publication)</p> <p>AN to liaise with NT re</p> <ul style="list-style-type: none"> <li>- publishing future and past meeting logs</li> <li>- easy read version, enhanced type face, colours, languages</li> <li>- link NPFG Facebook page with NPFG web page</li> </ul>
<p><b>Next e-bulletin Mailing</b></p> <ul style="list-style-type: none"> <li>• share success and past achievement collated for Monitoring Form</li> </ul>	<p>AN to compile and liaise with NT</p>

<ul style="list-style-type: none"> <li>• Event Promotion <ul style="list-style-type: none"> <li>- Sleep workshop</li> <li>- AGM</li> <li>- Sibling Support workshop</li> <li>- Challenging Behaviour</li> </ul> </li> </ul>	
<p><b>Parent Participation Training</b></p> <ul style="list-style-type: none"> <li>• Once we have recruited 10+ SGM/AM we will organise foundation training.</li> </ul>	AN to liaise with CAF to find alternative trainer to DC
<p><b>Future NPFPG Representation</b></p> <ul style="list-style-type: none"> <li>• Please see attached updated overview of future representation.</li> </ul>	
<p><b>Past NPFPG Representation / Outstanding Feedback:</b></p> <ul style="list-style-type: none"> <li>• Lincs 10<sup>th</sup> Anniversary Event - AN</li> <li>• The Autism Experience - AN</li> <li>• Education and Health working group – AN</li> <li>• SEND Lead/ PCF event East Midlands – AN</li> <li>• DCYPDG – DJ</li> <li>• Rainbow PCF – 30<sup>th</sup> Anniversary Event – AN</li> <li>• DCYPDG – DJ/PM</li> </ul>	Feedback Forms to be completed AN to share with SGM when avail.
<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• PM has received an invitation to present at the Annual SENCO conference/training day on 1<sup>st</sup> July 2016.</li> <li>• New contact for the Wheelchair Service: Claire Williams, Operations Manager based at Millbrook's offices at 22 Meadow Road in Kettering</li> <li>• NNPCF guidance on the White Paper re Academies have been shared. PM to attend regional event in Leicester on 27.05.16</li> <li>• JM distributed revised DVD</li> <li>• AMC is a volunteer with Autism Concern. NPFPG/Autism Concern synergy to be maximised</li> </ul>	AN and CB liaised with Claire and advised engagement opportunities to gather feedback  CP to investigate if her contact could provide the BSL version

<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Parent Carers with children on the Autistic spectrum have raised concern that Autism was not mentioned in the recent NCC correspondence and started a petition.. A clarification letter was received from Jonathan Lewis reassuring parents that the internal restructure will cater for Autistic children.</li> <li>• Parents are unable to understand the SEND Descriptors.</li> <li>• Feedback has been received from VV and CP that NCFG’s message is not clear to parent carers.</li> <li>• Current NCFG leaflet is too wordy for some parents, it was suggested to produce an easy read version on the A5 poster</li> <li>• Share info re best preparation for the Referral Management Centre on the NCFG FB page</li> <li>• Current Local Offer Survey</li> <li>• Contact A Family has asked PCFs to influence the subjects of future webinar production. The forum used multi dot voting technique to gather the top three subjects: <ul style="list-style-type: none"> <li>- Fundraising and Income generation</li> <li>- Preparing for Adulthood</li> <li>- Presenting your Forum</li> </ul> </li> <li>• NCFG has participated in the current SEND survey. The survey questions have been discussed and answered in a small group of 5 following the Steering Group Meeting as we ran out of time</li> </ul>	<p>NCFG shared the letter on the NCFG FB page. NCFG to invite NCC staff to provide update at AGM</p> <p>AN to see if an easy read version is available on the Local Offer. AN to see if NCC staff could present to NCFG at one of the next SG meetings</p> <p>VV to suggest improvements/ marketing strategy</p> <p>AN/VV to work on easy read text</p> <p>JM to discuss with printer once funding for reprints is available.</p> <p>AN to research and post</p> <p>HT to share link with AN</p> <p>AN to post on the NCFG FB page</p> <p>AN to feedback to CAF</p>
<p><b>IASS Update: (Nikki Taylor)</b></p> <ul style="list-style-type: none"> <li>• NiT provided an overview and update on the Ofsted/CQC SEND Area Inspection Board <ul style="list-style-type: none"> <li>- Story Board has been received</li> <li>- also 3 Subgroups:</li> </ul> </li> </ul>	



**Future NPFG SGM Dates:**

9<sup>th</sup> June 2016 – C1  
14<sup>th</sup> July 2016 – C1 followed by lunch

All meetings 9:30 – 12:30h