



Steering Group Meeting

14. July 2016 - Bee Hive

9:30h - 12:30h

<p>Present: PM, DJ, JM, MR, AN, HT</p>	
<p>Apologies: VC, JS, VV, JH, AMC</p>	
<p>Absent:</p>	
<p>Previous Minutes: June Minutes have been signed off</p>	<p>AN to liaise with NT to upload to the NPFG website</p>
<p>Events:</p> <ul style="list-style-type: none"> • CAF Sleep workshop <ul style="list-style-type: none"> - Emma Taylor has left CAF - Emma Weatherdon will take over - Poster has been designed and promotion will be done in the following order <ol style="list-style-type: none"> 1. Sleep Solutions 2. Newsletter Mailing 3. Facebook Post (not event) • AGM <ul style="list-style-type: none"> - Conducted venue research - Bee Hive seems best venue - Venue booked - Set format of the day - Invitation letter drafted • The parent engagement calendar has been updated. This will be prioritised at the September meeting 	<p>AN to finalise details with EW, share poster with KS, liaise with NT re newsletter mailing.</p> <p>PM/DJ to agree survey questions of questionnaire used to qualify for free training</p> <p>PM/DJ/AN to contact NCC personnel to secure guest speaker for local update</p> <p>AN to research area for private advice clinic for MB</p> <p>NPFG update to be compiled</p>

<p>Financial Update (JM):</p> <ul style="list-style-type: none"> Grant application has been approved and first part of funding (£7.500) have been received. This needs to be spent by the end of September. Current system makes it very difficult to operate, call to streamline finance procedures 	<p>ALL to submit any outstanding expense claims</p>
<p>Projects: <u>Data Collection / Survey Monkey</u></p> <ul style="list-style-type: none"> Questionnaire questions need to be discussed and uploaded onto Survey Monkey 	<p>PM to look into legal implications for data collection/ storage AN to liaise with NT to update membership form PM to obtain membership docs from JP in a format which allows to make changes. DJ to reseach database systems</p>
<p>Membership:</p> <ul style="list-style-type: none"> The updated Membership Chart has been circulated and amended where necessary – please find attached. 	<p>ALL to check the attached chart and forward relevant forms to AN for central filing and log updating</p>
<p>Website Management:</p> <ul style="list-style-type: none"> Meet the Steering Group page planned 	<p>ALL are encouraged to write a short introduction and why they became involved with NPFG (voluntary publication)</p>
<p>Next e-bulletin Mailing</p> <ul style="list-style-type: none"> Event Promotion <ul style="list-style-type: none"> - AGM - Sleep workshop 	<p>AN to compile and liaise with NT</p>
<p>Parent Participation Training</p> <ul style="list-style-type: none"> Recruitment Drive necessary Once we have recruited 10+ SGM/AM we will organise foundation training. 	<p>AN to follow up with GW re trainer details.</p>
<p>Future NPFG Representation</p> <ul style="list-style-type: none"> Please see attached updated overview of future representation. 	<p>AN to log minutes and feedback forms over the holidays and follow up on anything outstanding</p>

<ul style="list-style-type: none"> • Discussions about pathways to diagnosis (70% of children and YP are not diagnosed), Kobus van Regensburg will be exploring the services around diagnosis • Carers Partnership Board (AN) <ul style="list-style-type: none"> - HD in the process of finalising the Carers Strategy, additional meeting with workshop element, AN provided input from previous discussions with parent carers highlighting the need for a Disabled Children’s Sitting Service • Downs Group (DJ) <ul style="list-style-type: none"> - Invitation to NPFPG to attend the next seminar on EHCPs and other events with a market stand. Dates to be advised. • Pat Bullen Regional SEND Lead update: <ul style="list-style-type: none"> - Social Care Training for SEND - Ongoing peer support - EHC Pathways - Local Offer moderation 	<p>AN to forward draft version of the Carers Strategy to SGM and encourage further input</p>
<p>Matters Arising:</p> <ul style="list-style-type: none"> • NPFPG has sent a letter to Martin Bull at CDC requesting clarification on the IS structure in Northamptonshire. A meeting with the CDC has been arranged for 29.07.2016 • PM is working with Peter Chilvers and Pat Bullen on a new project to look into school transport and to collate best practises • DJ updated on the personal transport budget available for 4-16 year olds 	<p>ALL to provide questions to PM in preparation for this meeting</p> <p>DJ to forward document to AN AN to distribute to SGM</p>

<ul style="list-style-type: none"> Meeting cost at the Bee Hive has risen but it was decided we will continue to hold NPFG SGM here as convenient location for all regular members 	
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> - Change in date for Advisory Meeting - Feedback received on service being robust - Working with partners on SEND Area Inspection working group - Continue to promote NPFG as point of contact for parental views - Independent Support Governance Meeting now 2nd August 2016 - Project to compile OPP with Core Assets at Northampton College completed for 115 students - Next project will be to complete OPP in conjunction with Core Assets via Hospital Outreach 	
<p>Guest Speaker:</p> <ul style="list-style-type: none"> None this month 	
<p>Future NPFG SGM Dates:</p> <p>8th September 2016 – C1 13th October 2016 – C1 10th November 2016 – C1 8th December 2016 – C1</p> <p>All meetings 9:30 – 12:30h at the Bee Hive Harborough Road, Kingsthorpe Northants, NN2 8LR</p>	