



Steering Group Meeting

8<sup>th</sup> September 2016 - Bee Hive

9:30h - 12:30h

<p><b>Present:</b> DJ, JM, MR, AN, HT, VV</p>	
<p><b>Apologies:</b> PM, VC, JH, AMC, CP</p>	
<p><b>Absent:</b></p>	
<p><b>Previous Minutes:</b>        July Minutes have been signed off        No meeting in August due to summer hols</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>• AGM           <ul style="list-style-type: none"> <li>- Invitation letters have gone out, own database, school contacts at special schools, SEND groups, NPF Facebook page, LO share</li> <li>- Bookings are coming in slowly</li> <li>- GB confirmed as local guest speaker</li> </ul> </li> <li>• CAF Sleep workshop           <ul style="list-style-type: none"> <li>- Venue booked</li> <li>- Event poster shared on above channels, bookings are coming in slowly</li> <li>- Survey Monkey questions revised</li> </ul> </li> <li>• The parent engagement calendar has been updated. This will be prioritised at the September meeting</li> </ul>	<p>AN to request MB presentation to share with GB in order to avoid duplications</p> <p>AN to compile sign in sheet          AN to update NPF Powerpoint presentation</p> <p>AN to arrange e-bulletin mailing with NT after AGM          AN to update Survey Monkey questions</p> <p>AN to attend YIP Club in Rushden in September follow up with Pen Green</p>

<p><b>Financial Update (JM):</b></p> <ul style="list-style-type: none"> <li>• First part of Grant has to be spent by 30<sup>th</sup> September 2016 Website cost have been paid, once all expenses have been received there may be funds left for marketing material previously put on hold.</li> </ul>	<p>ALL to submit any outstanding expense claims AN to look into canvas bags</p>
<p><b>Projects:</b> <u>Data Collection / Survey Monkey</u></p> <ul style="list-style-type: none"> <li>• Questionnaire questions need to be discussed and uploaded onto Survey Monkey</li> </ul> <p><b>No progress from last meeting</b></p>	<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 research database systems</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> </ul>	<p>ALL are encouraged to write a short introduction and why they became involved with NPFG (voluntary publication)</p>
<p><b>Next e-bulletin Mailing</b></p> <ul style="list-style-type: none"> <li>• Event Promotion - AGM – gone out - Sleep workshop - ready to go mailing scheduled after AGM</li> </ul>	
<p><b>Parent Participation Training</b></p> <ul style="list-style-type: none"> <li>• Recruitment Drive necessary Once we have recruited 10+ SGM/AM we will organise foundation training.</li> </ul>	<p>AN to follow up with GW re trainer details.</p>
<p><b>Future NPFG Representation</b></p> <ul style="list-style-type: none"> <li>• Please see attached updated overview of future representation.</li> </ul>	<p>NPFG rep required for:  CAF webinar on Health, 23<sup>rd</sup> September 12:30  AN to continue to log minutes and feedback forms and follow up on anything outstanding.</p>

<p><b>Past NPFG Representation:</b></p> <ul style="list-style-type: none"> <li>• 2020 Event (JM) <ul style="list-style-type: none"> <li>- planning meeting attended for 3 day event taking place on ?? March 2017 to gather the views of parent/carers in order to plan the services for 2020 and to reflect on progress made</li> <li>- Format of the days:</li> <li>- Presentation slot for NPFG</li> <li>- venue likely to be Ramada Inn</li> <li>- guest speaker hired – Jane Friswell</li> <li>- next planning meeting is scheduled for ??</li> </ul> </li> </ul>	<p>Feedback Forms to be completed AN to share with SGM when avail.</p> <p>AN to include Lesley Hagger, new Director of Children’s Service to database</p> <p>AN to update NPFG presentation</p>
<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Parent /Carers have experienced various issues with Transport at the beginning of the new academic year. All correspondence received have been answered on an individual basis. LO statement has been shared on the NPFG Facebook Page. An emergency transport meetings has been requested which is scheduled for 7<sup>th</sup> October 2016. DJ as NPFG rep.</li> </ul>	<p>AN to compile a spreadsheet grouping the various issues to identify various areas in need of improvement</p>
<p><b>IASS Update: (Anne Wakeling)</b></p> <ul style="list-style-type: none"> <li>• Complete team back in full swing</li> <li>• Level 3 Legal Training now completed by all staff members – above the national expectations</li> <li>• Working on Anti Bullying Workshop scheduled for October in line with Anti Bullying Week, Workshop will be facilitated in partnership with Anti Bullying Alliance</li> <li>• Working with Inclusion Network in schools</li> </ul>	<p>AN to share event material when avail on NPFG Facebook page</p>

<ul style="list-style-type: none"> <li>• Planning another “Movin’ on Up” conference in autumn, no date yet but themes will include Online Safety and Bullying and a children’s workshop ?????</li> <li>• Working with Core Assets on Year 9 transfers, focus on engagement with YP in mainstream settings with or without a plan or on SEN support</li> <li>• Issued recommendation to School Councils to include a SEN representation</li> </ul>	<p>AW to print docs on Short Break commissioning cycle for NPFG??</p>
<p><b>Guest Speaker:</b></p> <ul style="list-style-type: none"> <li>• None this month</li> </ul>	<p>AN to invite Chris Batchelor from Action for Children to the next SGM</p>
<p><b>Future NPFG SGM Dates:</b></p> <p>13<sup>th</sup> October 2016 – C1  10<sup>th</sup> November 2016 – C1  8<sup>th</sup> December 2016 – C1</p> <p>All meetings 9:30 – 12:30h  at the Bee Hive  Harborough Road, Kingsthorpe  Northants, NN2 8LR</p>	