

Present: DJ, JM, MR, AN, JOM, COB	
Apologies: VV, PM, AMC, VC, JH, HT	
Absent:	
Previous Minutes: Oct minutes to be signed off once edited	AN to liaise with NT to upload to the NPF website
Events: <ul style="list-style-type: none"> • <u>Bright Futures – Feb 2017</u> <ul style="list-style-type: none"> - Co-hosted event by IASS and NPF - Emma from IASS is currently obtaining venue and catering quotes liaising with JM - NPF will have presentation slot - Possible date 9th Feb 2017 - tbc • <u>20:20 Vision Event March 2017</u> <ul style="list-style-type: none"> - 3 day event, focussing on 14th March – Early Years (rep required) 22nd March - School Age (DJ) and 30th March 2017 – Preparing for Adulthood, 14+ (JM) - taking place at Park Inn - to shape SEND services for 2020 - 100 places available - JM attending most planning meetings, NPF requested to obtain feedback from parent carers, questions to be signed off by GB to be communicated in next e-bulletin and possibly social media sites 	<p>AN to upload save the date poster on the NPF Facebook page</p> <p>AN to liaise with JM and NT to set up e-buletin and co-ordinate responses</p>

<ul style="list-style-type: none"> • <u>SummerSENdsation 2017</u> - Sunday, 11th June 2017 - at Northampton College - Northampton College more involved next year, favourable conditions are being negotiated - 50 volunteers required - Changing Places has been hired - More rooms required for workshops and therapies - Better signage required - Wristbands will be issued to visitors who have signed in - Better signage required - Ellie Robinson, Paralympic Swimmer from Northants suggested as event celebrity • Working through the parent engagement chart. Engagement events this month took place at Isebrook SEN College and the Riverside Hub 	<p>JM to apply to Community Foundation to raise additional funds</p> <p>JM to attend next planning meeting</p> <p>AN to share event date with JOM/COB</p> <p>KF obtaining quotes, AN to forward to Hayley for alternative</p> <p>COB and JOM have advised further engagement opportunities. AN to add to chart and to make contact</p>
<p>Financial Update (JM):</p> <ul style="list-style-type: none"> • £6584.67 of current grant remaining, new literature printing and Bright Futures contribution budgeted for • NPFG will apply to Discretionary £1600 requested for film production for You Tube clip, sound bite for social media sites, application deadline is Mo, 14th November 2016 	<p>.</p> <p>ALL to submit any outstanding expense claims</p> <p>MR to obtain quote for DVD translation to BSL</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>No progress from last meeting</p>	<p>PM to look into legal implications for data collection/ storage</p> <p>AN to liaise with NT to update membership form</p> <p>PM to obtain membership docs from JP in a format which allows to make changes.</p> <p>DJ to research 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>AN to forward membership docs to: COB, CP, JOM, VV, AB</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 NCFG (voluntary publication)</p>
<p>Next e-bulletin Mailing</p> <ul style="list-style-type: none"> • Monthly summary of activities • 20:20 pre event questions • Christmas message • Short Breaks Survey Monkey 	
<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 NCFG Representation</p> <ul style="list-style-type: none"> • Please see attached updated overview of future representation. 	<p>AN to continue to log minutes and feedback forms and follow up on anything outstanding.</p>
<p>Past NCFG Representation:</p> <ul style="list-style-type: none"> • Transport Meeting (DJ) • SEND Area Inspection Participation Group (HT/DJ) • 20:20 Planning meeting (JM) • SummerSENDSation planning meeting (JM) • Annual CAF conference/ NNPCF AGM (AN) • High Needs (DJ) • Young Healthy Mind Partnership Board (DJ) 	<p>Feedback Forms to be completed AN to share with SGM when avail.</p> <p>Please forward minutes for feedback forms to AN for central log in highlighting sections to be shared in future e-bulletins / SG coms</p>
<p>Matters Arising:</p> <ul style="list-style-type: none"> • ADHD different to Autism Diagnosis – referral period takes sometimes 40 weeks through RMC • Transition reviews should take place a year prior to the Transfer review where all information and advice should be updated. In practise not many schools work to this guidance practise • New free school in Corby planned to open in, questionable location, fear it will benefit Kettering and not Corby COB/JOM for further info pls. 	<p>DJ to raise at DCYPDG</p> <p>David to raise at DCYPDG</p>

<ul style="list-style-type: none"> • To engage with Polish Community to find SEN meeting places • Need for Media / Website task and finish group to develop communication plan (who is our audience, how often do we need to communicate, what type of communication, development of easy read flyer) and marketing campaign • Some NCFG members stayed on to jointly participate in the Autumn 2016 SEND Implementation survey as the deadline is fast approaching (Friday, 25th Nov) 	<p>AN to set up doodle poll to find most suitable meeting date and time.</p> <p>Following the coms group meeting AN to invite NT to join the December meeting to discuss website changes</p> <p>AN to liaise with EH from IASS for assistance</p>
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> • Nikki Taylor Interim Service Manager for IASS until July 2017 • Team of 10 but 11 posts occupied, NT will continue with her YP development role • Finalising plans for Anti Bullying Workshop to coincide with Anti Bullying Week – 22nd Nov 2016 10:00-14:00h at The Bee Hive 30 avail places – bookable event 	<p>AN to promote the event on the NCFG Facebook page</p>
<p>Guest Speaker:</p> <ul style="list-style-type: none"> • None this month 	
<p>Future NCFG SGM Dates:</p> <p>Thursday, 8th December 2016 – C1 Wednesday, 11th January 2017 – C1 Wednesday, 8th February 2017 – C1 Wednesday, 8th March 2017 – C1</p> <p>All meetings 9:30 – 12:30h at the Bee Hive Harborough Road, Kingsthorpe Northants, NN2 8LR</p>	<p>AN to invite potential SGMs currently working Thursdays</p>