



Steering Group Meeting

08th December 2016 - Bee Hive

9:30h - 12:30h

<p>Present: DJ, PM, JM, MR, HT, AMC, AB, SFG, AN</p>	
<p>Apologies: VV, COB, VC, CP, JH</p>	
<p>Absent: JOM?</p>	
<p>Previous Minutes: Nov minutes to be signed off once edited</p>	<p>AN to liaise with NT to upload to the NPFG website</p>
<p>Events:</p> <ul style="list-style-type: none"> • <u>Bright Futures – Feb 2017</u> <ul style="list-style-type: none"> - Co-hosted event by IASS and NPFG with NPFG allocating £1600 towards this event - Date set 8th February - Venue Northants Football Ground - Market place of 10 stalls including NPFG, others may include Community Law. Job Centre and Olympus Care, EADS, Moulton and Tresham College - NPFG will have presentation slot - Looking for a guest speaker • <u>20:20 Vision Event March 2017</u> <ul style="list-style-type: none"> - 3 day event, 14th/22nd/30th March 2017 at Park Inn - NPFG Survey Monkey has been gone out – replies have been shared with GB - Additional Survey Monkey in operation until the end of Jan 2017 • <u>SummerSENdsation 2017</u> <ul style="list-style-type: none"> - Sunday, 11th June 2017 at Northampton College - JM shared latest marketing material in post card format - Tesco will promote healthy eating 	<p>NPFG SGM has be changed to Thursday, 9th February 2017</p> <p>Ideas requested re workshop discussions</p> <p>AN to update PowerPoint presentation Possibly a positive parent story – if anybody is interested to share their stories please contact JM or NiT</p> <p>NiT to investigate settings on Survey Monkey and liaise with NPFG if posting on social media is required</p> <p>AN to investigate NPFG feature in Inclusion News</p> <p>AN to share electronic version of the postcard with SGM – all to distribute</p>

<p>and will supply healthy snacks</p> <ul style="list-style-type: none"> - Northants College in charge of catering, supported learning will be running the cafe - Awaiting hire cost price from college – hoping for favourable conditions - Capacity for 35 stand holders, 21 applications received so far - Promotion to special schools, encouragement to get schools involved to have own fundraising stand - Plan to have separate over 16 section - Inspiration Radio will be there with a live broadcast. Mike Dean will offer radio work experience taster sessions - Looking for an entertaining all rounder - Wellness zone away from noise - Speaker sessions in the Auditorium, 20 min slots twice a day, - Shooting Stars will be sourcing the volunteers - Activities will include pet zone - Local Celebrity to confirm - Prize Draw (lap top donation from TESCO) - Photo Booth repeat - In addition somebody to walk around, shooting pics to be taken away by families - Working through the parent engagement chart. Engagement event included Face2Face Kettering Group where the upcoming events have been shared 	<p>Info and booking form avail to download on the Local Offer All to encourage partner organisations to sign up</p> <p>Julia Smith is co-ordinating stand holders and has sponsorship letter template</p> <p>Postcard size flyer has been shared – AN to scan and post on the NPFG website</p> <p>Joanne Redman, Kickboxing Champion to be contacted</p>
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<p>Financial Update (JM):</p> <ul style="list-style-type: none"> - £6512 of current grant remaining, new literature printing and Bright Futures contribution budgeted for reprint of 1000 flyers have been agreed - NCFG has applied to the Discretionary Grant of £1600 which has been approved 	<p>ALL to submit any outstanding expense claims AN to contact BlackBull and reorder flyers</p> <p>AN to make contact with Ben Halford re filming schedule etc.</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> <ul style="list-style-type: none"> • Comms Group: redesign of A5 and A4 posters, easy read literature Comms strategy 	<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>AN to scan existing flyers and share with SGM for feedback and improvement suggestions Comms Group to meet in Jan 2017</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 Outstanding membership docs: VV, JOM, AB, CP, CW, JOM,</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 • 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 NPFPG Representation</p> <ul style="list-style-type: none"> • Please see attached updated overview of future representation. 	
<p>Past NPFPG Representation:</p> <ul style="list-style-type: none"> • Young Healthy Mind Partnership Board (JM) • IASS Governance Meeting (JM) • DCYPDG (DJ) • Carers Partnership Board (AN) • SEND Area Inspection Participation Group (DJ) • Transport Meeting (DJ), financial difficulties, need to reduce £24.000 spent per child per annum, restructuring as currently transport sits within education, law states that it is a statutory requirement to provide transport for the under 16, still working with technology provider following the breakdown in the summer, 1500 students are transported a day – 60 students were affected • EMRNF (AN) • High Needs Panel (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>AN to continue to log minutes and feedback forms and follow up on anything outstanding.</p>
<p>Matters Arising:</p> <ul style="list-style-type: none"> • Home Educators do currently not seem to receive any NCC information regarding the EHC Transfer procedure • NPFPG to contact supported learning at colleges to pass on info to relevant parents • NPFPG has been campaigning that families affected by Autism may access the Autism Outreach service despite awaiting for a diagnosis. This will finally come into practise in January 2017 	<p>DJ to raise at DCYPDG AMC to share communication with Home Ed Facebook Group</p>
<p>IASS Update: (Nikki Taylor)</p> <ul style="list-style-type: none"> • Case workers very busy at present, dealing with lots of school exclusions • NiT continues to visit schools to 	

<p>build relationships and raise IASS awareness</p> <ul style="list-style-type: none"> • IASS secured speaking slots at the end of Autism Outreach spectrum courses • Busy preparing “Movin on Up” conference and “Bright Futures” 	<p>NiT to advise IASS staff to include NPFG section during talk JM to supply NiT with brochure stock NPFG to have a stand at “Movin’ on Up” – NiT to advise dates</p>
<p>Guest Speaker: Gwyn Botterill, EHC Manager at NCC</p> <ul style="list-style-type: none"> • Idea for GB to join SGM quarterly to establish regular conversations and to strive towards Co-production – 20:20 vision exemplary event • GB shared data relating to pupils with Statements (pls see resource attached). GB is happy to provide any relevant public data • GB has asked for feedback on the Rotherham Charter. The Rotherham Charter is a model for building genuine, good quality partnerships with children and young people and their parents and carers. Based on local research it is recognised as best practise in co-production by the DfE and the Council of Disabled Children. They offer access to a self-evaluation tool, currently costing £150 • A future meeting will be set to share replies of recent SEND Survey compiled both by LA and PCFs • As part of the Joint Strategic Needs Assessment there will be a project to collate demographics for 0-25 year olds, idea to create a map of Northamptonshire • Currently working on an action plan to improve on outcomes in an EHCP 	<p>ALL to think what data may be useful for us to know. Please contact AN who will collate ideas</p> <p>ALL to check out www.rotherhamcharter.co.uk</p> <p>This data only includes registered children to the system. Children never registered for an education will be missed</p>

Future NPFG SGM Dates:

Wednesday, 11th January 2017 – C1

Thursday, 9th February 2017 – C1

Wednesday, 8th March 2017 – C1

All meetings 9:30 – 12:30h

at the Bee Hive

Harborough Road, Kingsthorpe

Northants, NN2 8LR

AN to invite potential SGMs currently
working Thursdays