

**STEERING GROUP MEETING 4th July 2018**

**MINUTES**

11 am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax HX1 5PG

Present

*Steering Group Members:* Pete Ruse, (chaired this meeting), Janine Wigmore, Cath King, Alison Sharpe, Alison Bower *Others:* Heidi Coney (Family Voice Supporter), Shona Walsh (Unique Ways CEO), Mary Johnson, Gabriella Walker

1 Introductions and Apologies

Emma Poyser-Buxton

2. Items for Any Other Business

 Cath will provide an update on USB Sticks

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3. Minutes of previous meeting and matters arising

Minutes of meeting on 13th June are a true and accurate record. However, will amend section on Cate Simmonds and CCG to say that she will be notified when the next meeting Steering Group meeting is and will come along to specifically update on Thrive.

4. Treasurers Report 2017-18

 A Treasurers Report was produced with details of the DofE Budget spend up to date. All SG were ok with this and this will be kept as a monthly item but the Treasurers report will only be produced quarterly so the next one will be September.

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5. Annual Report

 Martin Reynolds joined the meeting and reported on the Annual Survey. He explained that a report will go out soon to the LA, that new questions had been added and that questions 1-7 concerned Unique Ways and questions 8-50 were broken down into 5 areas. He reported that the number of respondents had risen by 12% and the results give evidence to themes we know about, 10% of the respondents were BME however we would like to increase this and need to look at ideas on how to do this. The results information can be used to target certain groups and put them on courses. Martin would like parent reps to look at the results and ask questions as he is able to drill down to give more information on particular issues. FVC need to pick up on certain themes and lead on this and Pete suggested this be agenda item for September SG meeting. He also suggested a working party be set up for the end of the year to look new questions for the 2019 survey. Martin will send survey results to Heidi who can distribute to parent reps.

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6. Upcoming Events

* KIAS Steering Group Meeting 13th July - Janine unable to attend so asked if any other members of Steering Group could attend. Pete and Gabriella may be able to attend and Janine will send them the details
* FVC Conference 2019 – Heidi updated that Calderdale College had been chosen as a suitable venue for the conference and all the SG members agreed Thursday 7th February was the best date for this. Janine queried if they could provide a crèche as will have childcare students and also could students at the college provide beauty treatments for parents.
* Regional Meeting in York on 11th September – Pete and Janine can attend this meeting.

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7. Work Stream meetings – Feedback

* Alison S updated on the Preparing for Adulthood Work stream. There is a Project Search graduation day on the 10th July at the Town Hall and asked if anyone was available to attend. Cath said she may be able to attend.

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8. Parent Rep Training

 Pete has met with Mark O’Neill and will look at arranging some parent rep training for September or October.

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9. PA’s

Pete explained he has a new contact for PA’s – the Equal Care Co-operative, he has met with them to get more information. Cath asked if Unique Ways could put a call out to parents if they currently have a PA who would like more work, Margaret Bates will provide some wording for this and explained they need to create an offer for PA’s

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10. AOB

 Cath updated she is meeting with the Health Visitor Team Leaders and giving them 42 USB sticks, they will hopefully watch the video and then promote us to families they come into contact with. Also suggested giving them to School Nurses but there are 20 of these and there may not be enough. She will also find out how many Link Workers there are.

 In September hoping to send the link to the SENCO’s from the list we have but Cath asked if the link was better coming from Mark O’Neill or Parveen the SENCO Co-ordinator. Cath will speak to Mark O’Neill about this and ask his opinion.

 USB Sticks were given out to the Steering Group.

**Next meeting – Wednesday 12th September 2018 at 10.30am**