

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 12th September 2018**

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

Present

*Steering Group Members:* Pete Ruse, Cath King, Alison Sharpe, Alison Bower, Gabriella Walker, Jo Stockings *Others:* Heidi Coney (Family Voice Supporter), Shona Walsh (Unique Ways CEO), Mark O’Neill (SEND Project Manager)

1 Welcome and Future Meetings

Apologies were given from Emma Poyser-Buxton & Janine Wigmore and Pete Ruse was not present at the start of the meeting. Shona chaired the start of the meeting and explained that she will be taking a back seat after this SG meeting. Shona needs to reduce the number of meetings she attends, due to her increasing workload. It was suggested Shona could update each month on what was happening at Unique Ways. Shona will aim to provide this but requests that the SG appreciate that capacity is a real issue. Shona then explained that Pete was not eligible to be a member of FVC or UW and that he would need to be co-opted on to the Steering Group in accordance with Terms of Reference.

It was agreed that meetings will start at earlier time of 10.30 and because a lot falls on Pete. Shona asked the SG members present if they would be willing to take it in turns to chair SG Meetings. Gabriella offered to chair October and Alison S offered to chair November. Shona offered coaching on this for Alison S and Heidi will liaise regarding a date and time for this. Heidi will ask Janine if she will chair the December meeting. Cath has offered to Chair the January meeting and at Octobers SG Meeting members need to decide on who chairs for the months of February and March.

2. Minutes of previous meetings and matters arising

Minutes of SG meeting on 4th July are a true and accurate record. However, will amend section on Treasurers Report to say it will be looked at every month in Jan, Feb and March up until end of financial year. Minutes of the AGM held on the 4th July are also a true and accurate record but will include date of last year’s AGM in section 2.

3. Co-opting Members and Work Streams

 At this point Pete joined the meeting and asked if there was anyone who the SG wanted to co-opt on the to the SG. Heidi mentioned Vikki Darby as being put forward and also need to co-opt Emma Poysner Buxton on to the Steering Group at the next one she attends. The Steering Group are keen to strengthen links with the Calderdale NAS Group. FVC Terms of Reference dictate that SG members belong in their own right and do not represent other organisations. We are actively working on recruiting a member of the Calderdale NAS Committee to join the Steering Group.

 Election of members for specific roles then took place

 a. Chair Pete Ruse (Cath nominated, Gabriella seconded)

 b. Treasurer. Alison Sharpe (Cath nominated, Gabriella seconded)

 SG members then discussed the work streams, panels and groups that FVC attended and decided who would attend these as follows:-

 Work Streams

 Joint Commissioning – Pete and Gabriella

 Assessment Planning and Personalisation – Pete

 Preparing for Adulthood – Alison S

 Engagement & Participation – Cath

 Local Offer – Janine

 Enhanced Nursery Offer for High Needs SEND (previously known as High Needs Review) – Gabriella

 Panels

 Short Breaks Panel – Cath, Pete and Lucy attend this in rotation. Pete asked if SG were happy for this to carry on and everyone agreed.

 EHC Moderation Panel – Alison S and Pete attend this in rotation. Pete asked if SG were happy for this to carry on and everyone agreed.

 Groups

 Austism Task & Finish Group – Janine and Alison B attend this and are happy to continue.

 Emotional Health and Wellbeing Task Group – Janine attends this and she is happy to carry on.

 KIAS Steering Group – Janine attends this however Shona will contact Jo Grenfell’s manager and try and get invited to this meeting.

 SEND Accountability Group and Disability Strategy Group – Pete will try to get to both these groups.

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4. Treasurers Report

 The SG looked at the report and there were no queries or issues apart from the Hard to Reach category which was covered in Item 5.

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5. Discretionary Grant Options

 Heidi explained the options in terms of how the Discretionary grant could be spent. All SG members were keen to explore Hard to Reach groups and it was suggested all members come up with ideas of Hard to reach groups in their area and get back with ideas. **ACTION: Heidi will send an email to the group with deadline for ideas as applications for grant closes on 11th November.**

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6. PA’s

 Cath updated on the meeting she had attended regarding PA’s. A call out to parents had gone out before the end of the summer, a lot of requests came from this but nothing has come out of it in terms of more PA’s for children and young people. Margaret Bates reported that nothing had moved forward and Cath said that they would come back to us if they needed us again however they had put some information on the Local Offer. **ACTION: Shona to request meeting with Margaret Bates re long terms plans for PA’s.** Shona left meeting

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7. Transport for Young Adults

 Due to limited time this agenda item will be covered by email **ACTION Cath**

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8. Upcoming Events

 Due to limited time this agenda item will be covered by email **ACTION Heidi**

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9. Wheelchair Consultation Feedback

 Due to limited time this agenda item will be covered by email **ACTION Heidi**

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10. Charter for Co-production

 SG agreed they need to convene a working party for a charter for co-production in order for it to move forward. Mark O’Neill had joined the meeting at this point and suggest Lynne Burns could also come along and the SG agreed on this. 3 meetings were arranged and all the SG will be invited.

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11. Parent Rep Training

 Parent rep training has been suggested as a way of increasing confidence of parent reps when attending meetings at the LA. Mark suggested carrying out a Training Needs Analysis for all reps and Heidi will send an email to SG members about this. It was also suggested members of LA could have training too.

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12. Calderdale SEND Strategy

 Mark updated on the SEND Strategy, this guide includes key objectives for Calderdale and key statements and intents. Mark would like parent reps to come back with any comments on this and it will be emailed to all SG members. It can then work alongside the information done on the Charter. **ACTION: ALL SG Members**

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13. SEN Support Questionnaire

 Pete updated on the SEN Support Questionnaire. Its purpose is to find out what is going on in schools so we begin to get a feel of where we are in terms of SEN support. Mark then updated regarding the SENCO Network meeting on the 16th October and he’s looking into UW/FVC getting at slot at that meeting.

**Next meeting – Wednesday 10th October 2018 at 10.30am**

**PLEASE NOTE EARLIER START TIME**