

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 10th October 2018**

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

Present

*Steering Group Members:* Alison Sharpe, Alison Bower, Gabriella Walker (Chair), Jo Stockings, Janine Wigmore *Others:* Heidi Coney (Family Voice Co-ordinator), Cate Simmons (Designated Clinical Officer & Children’s Lead Nurse)

1 Welcome and Apologies

Apologies were given from Pete Ruse & Cath King.

It was agreed to change the agenda schedule as Cate Simmons had to leave by 11.30. Cate updated on Thrive. It has been decided to use the Thrive approach and this has come out of the Anna Freud Centre of Excellence. This moves away from the tier system and is more structured around the needs of the child and works in quadrants and entrance is through the First Point of Contact. There is more information available on the Anna Freud website. Gabriella asked Cate to think about how Family Voice could be of help when it is rolled out more in Calderdale.

The SG then discussed the Charter for Co-production with Cate, background on it was given and that FVC would like to get Health involved. Cate was given a copy of the 1st draft to have a look at and come back with comments.

2. Minutes of previous meetings and matters arising

Minutes of SG meeting on 12th September are a true and accurate record. However, Heidi had not yet sent the SEND Strategy out to SG members and will do this.

3. Treasurers Report

Nothing to report this month although Alison asked if parent reps can send in their expenses on a monthly basis as requested by Martin.

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4. Discretionary Grant Options

Heidi explained that as she’d had few responses to last month’s email regarding the SG coming up with Hard to Reach groups then they would go with applying for grant to target these groups but not be specific about which groups and the grant would be used for advertising and holding of events. Gabriella suggested sending leaflets to the Early Years Multi-sensory team and Forget Me Not Hospice and would put together an email to send out based on the FVC leaflet saying who we are and how parents can help. Jo suggested contacting mainstream schools for open days and parent evenings as they don’t seem to get the information the specialist schools do and Heidi explained this would be done through the SENCO network. It was suggested that an example from the Midlands forum of a mini parent carer forum in the school was a great idea. Janine suggested we need to establish contact with Special Stars in order to get BME representative and that someone could do with going along to a coffee morning.

**ACTION: Heidi will find out from Rizwanna when the next one is. Heidi will email Discretionary Grant application to SG before it is sent out.**

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5. Charter for Co-production

This was given out to the SG for comments on the 1st draft.

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6. FVC 2019 Conference

In order to start the conference planning Heidi suggested SG think about who they would like to invite to the 2019 Conference. SG suggested following on from the outreach work they could invite groups such as Special Stars. Also suggested SEN Team, Children’s Disabled Team, OT Team and other key Health Teams, Personal Budget Team. The SG would all think about who to invite before they next meeting in November

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7. Upcoming Events

* NNPCF Conference 21st & 22nd November – Janine could go both days and Pete and Gabriella could go on the Thursday. Will need to submit names before the 21st October.
* Regional Meeting 12th November in Wakefield – Pete and Janine can both go to this. Alison B and Gabriella may be able to go and will let me know.
* Wheelchair Consultation Workshop 24th October – Jo will attend this and report back

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8. Work Streams/Panels Feedback

* Autism Strategy Group – this is on-going
* Autism Pathway Review – Pete and Shona not available to update on this
* Emotional Health and Wellbeing Task Group – Janine reported there had been an interesting presentation from Healthy Minds on Time Out. Also Calderdale didn’t get chosen to pilot a new school initiative but Kirklees did so hopefully we can learn from them.
* Local Offer Work Stream – Janine reported that Sam W is setting up focus groups to look at the Local Offer Website and how it can be improved.
* Preparing for Adulthood Work Stream – Alison S said nothing to report on this.
* Enhanced Nursery Offer Work Stream – Gabrielle has been impressed with how this has gone and in principle the funding has been decided. There was a Moderation Panel to decide on the funding and Gabrielle unable to attend this so did the scoring remotely. No date fixed for decision.
* Joint Commissioning Work Stream – Gabrielle has not heard about these meetings yet.
* Adult Autism Strategy Group – Janine informed the group she also attends this now.

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9. Update on THRIVE

This item was covered at the start of the SG Meeting by Cate Simmons

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10. AOB

* SEND strategy from Mark O’Neill asked at the last SG meeting if all parent reps would come back with any comments. A photocopy given out to come back with comments by the end of October. **ACTION: ALL SG Members**
* SENCO Network Meeting 16th October – as both Shona or Pete can’t attend this meeting, a letter from FVC will be read out by Lynn Burns which talks about the Charter and also the SEND Support Survey.
* What’s Next Brochure – the SG gave feedback on this. They felt it needed to be separated in to sections for Employment, Education, Leisure & Social and maybe Housing. Also felt it would be a good idea to have profiles in there about positive things that have happened. Alison S will feedback all these comments to Glenn Swindells.
* Unique Ways AGM – Heidi let SG know that the Unique Ways AGM is taking place on the 8th November and would be good to see some of the SG there.
* Ravenscliffe 6th Form Café & Room – Jo updated she had been to this and it is an excellent venue. It is available during the day and has free parking.
* Focus Groups – Janine discussed 2 Focus groups we have been asked to get involved with – Anna Freud Centre & Creative Learning Guild. The Anna Freud Centre would like to do some Social Outcomes Research with our parents. It would be 2 hours and we would have to provide the room and send out invitations but they would do the facilitation. **ACTION: Heidi will ask Shona if we can use a room here at Unique Ways.** The Creative Learning Guild have a learning space at Causey Hall in Halifax that groups like ours could use. SG suggested inviting them to the end of the next SG meeting to talk about the space.
* Transforming Care – Janine reported Inclusion North have been given a £10K budget from NHS England to do some consultation work and is querying what is happening with this.
* Short Breaks – Janine queried what was happening with Short Breaks & U5’s. Janine said they might need to revisit the criteria as it does not apply to the U5’s. Need to find out who is going to the next Short Breaks panel and if they could ask, if not could Pete speak to Margaret Bates.
* Early Years SEND Conference on the 13th October – both Gabriella and Janine are speaking at this and will get together at the end of the meeting to discuss their presentation.

**Next meeting – Thursday 15th November 2018 at 10.30am**