

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 13th February 2019**

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

Present

*Steering Group Members:* Pete Ruse (Chair), Alison Sharpe, Jo Stockings, Colette Hampson (guest) *Others:* Heidi Coney (Family Voice Co-ordinator)

1 Welcome and Apologies

Apologies were given from Janine Wigmore, Cath King and Alison Bower

2. Minutes of Previous Meeting and Matters Arising

Minutes of SG meeting on 16th January 2019 are a true and accurate record. Matters arising not on the agenda are:-

* Unique Ways Video – no further progress has been made on this due to concentrating on Conference work although there is a meeting planned to resume this work
* SEN Survey – this has not yet been launched and Heidi & Pete will work on this to get it sent out. Jo requested to see a copy of the Survey.
* AOB – Personal Care Budgets & links with NAS both nationally and locally

3. Treasurers Report

Alison updated on the Treasurers Report as it is coming up to end of financial year so if the SG want to transfer any money to another budget category this will need to be done. SG spoke about using any remaining funds to buy another graphicing board as this was useful at the Conference. It was also suggested to purchase another lapel microphone or roving microphone. Heidi reported that we had been given the discretionary grant and will look in to organising a hard to reach event before the end of March.

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4. FVC Conference

 Pete went over the day for those who did not attend the Conference, explained the Charter started at the 2018 Conference and started planning the co-produced charter in Sept last year. He spoke about the speakers from NHS England who got involved in the day, were impressed with the Charter and the energy in the Conference room. SG thought it would be a good idea to put the slides from NHS England on the Unique Ways website and links to the speeches by Gabriella and Lynne Burns. SG then evaluated the conference with a SWOT analysis and notes were taken to add to analysis Shona Walsh had started already.

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5. Charter for Co-production

 not discussed

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6. Transport

 Parents raised issues to do with the post-16 transport policy. Cath and Pete had a meeting with the Transport Manager and subsequently with him and Social Care together with ulie Killey. This resulted in the problematic section of the policy being disapplied.

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7. Upcoming Events

* Regional Meeting on 21st March – Pete and Heidi will go along to this and meet the new Contact regional rep – Lisa Aldred
* SENCO Conference 19th March – Pete might be speaking at this conference and Unique Ways/Family Voice Calderdale will be having a stall
* KIASS (was SENDIASS) Steering Group Meeting 12th March – Pete will attend this in place of Janine.
* The Law in a Day Course 28th March – Heidi will attend this is York

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8. Work streams/Panel Feedback

* Alison updated on the PFA Work stream – The ‘What’s Next’ Brochure should be out in March. Also update on Project Search that McDonalds may be on board as a host employer and they are making it easier for employers to own the project
* EHC Moderation Panel – Alison & Pete are swapping their dates, Alison will do April and Pete will do May.

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9. AOB

 not discussed

**Next meeting –Wednesday 13th March 2019 at 10.30am at Unique Ways Offices**