

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 13th March 2019**

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

Present

*Steering Group Members:* Pete Ruse (Chair), Alison Sharpe, Cath King, Janine Wigmore *Others:* Heidi Coney (Family Voice Co-ordinator)

1 Welcome and Apologies

Apologies were given from Alison Bower, Vikki Darby, Jo Stockings

2. Items for AOB

 Questions for the Annual Survey

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3. Minutes of Previous Meeting and Matters Arising

Minutes of SG meeting on 13th February 2019 are a true and accurate record.

4. Co-options on to The Steering Group

 Pete explained there were several parents we wanted to co-opt on to the Steering Group and this was done:-

 Gabriella Walker (Alison nominated, Cath seconded)

 Sunny Freakley (Janine nominated, Alison seconded)

 Vikki Darby (Cath nominated, Janine seconded)

 Colette Hampson’s name was put forward for consideration and there were no proposals from the SG.

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5. Treasurers Report

 Treasurers Report has not been updated however it will be done asap and Heidi will find out what the cut off dates are for transferring between budget headings as this may need to be done.

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6. FVC 2019 Conference

 Pete explained a SWOT Analysis had been done at the last Steering Group. Heidi will send to Janine and Cath to add any other thoughts as

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7. Charter for Co-production

 SG needs to start looking at progress of the Charter and evaluate the evidence of what came out of the FVC Conference. Janine suggested looking at what the other regions have done and put a post on Facebook to ask. **ACTION**: Pete and Julie Killey will meet and look at how to get corporate sign off from the LA and CCG and work out an action plan for the next stage of the Charter which is the toolkit.

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8. Ofsted Inspection

 Pete outlined what had happened during the Ofsted Inspection – he had gone to the Introductory meeting, to the SEND Reforms meeting Assessment and Joint Commissioning Meetings. He also went to the Early Years meeting in place of Gabriella. The Ofsted inspector had also read the Charter and asked Pete a lot of questions about this. Alison went to the PFA meeting and spoke about Short Breaks and Project Search. She felt it had gone well as she could talk positively about both those. There was also a parents meeting with Ofsted that Pete attended, the majority of parents there were Unique Ways members and had heard about meeting through Unique Ways. Pete is going back to the feedback meeting on Friday.

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9. Transport

 Nothing to update however letters have gone out from the LA to parents which have not been well received. **ACTION:** Pete will write to Julie Killey and let her know about this.

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10. Unique Ways Video

 Cath updated that the video link was all ready to go however meetings had had to be cancelled due to FVC conference and Ofsted. A letter needs to go to schools however feel it would be better coming from the LA. Pete suggested contacting Julie Killey and asking her what she thinks.

11. Upcoming Events

* 19th March SENCO Conference – Pete is going and staff the stall for the day along with Unique Ways staff
* 14th March SIS Focus Group – 8 parents are on the Focus group that have been chosen from those that applied and Pete will carry out in-depth interviews with the others.
* 22nd March Home Educators Day – Causey Hall is booked for this event from 10am – 6pm and there will be Circus Skills for children from 1-4pm. Format of the day will involve asking Home Educators questions and listening to their stories. Lucy A will come along as an experienced Home Educator and Cath can help on the day too.
* 21st March Regional Meeting – Janine has asked Julie Bruce to talk about Transforming Care and will go round the table and ask each region what happens in their area.

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12. Work Streams/Panels Feedback

* Alison attended the PFA meeting – Autism Hub has got 2 years more funding.
* EHWB Group – Janine will do a handover with Vikki as she will now attend this group. Heidi will let Vikki know the dates of future meetings and will let Lynn Powell know there will be a new member on the work stream.

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13. AOB

* Questions for the Survey – SG suggested Home Education Questions, Mainstream school questions, Wheelchair Services Questions and a general review of the existing questions. Janine asked that the survey be checked so that you can enter 2 children with SEN and not just one.
* Transforming Care – Janine reported that there is some funding from Transforming Care budget and a taskforce will be set up to look at how the money will be spent. There is a funding form which will be sent to Shona.

**Next meeting –Wednesday 10th April 2019 at 10.30am at Unique Ways Offices**