

**STEERING GROUP AGM 10th JULY 2019**

**MINUTES**

12.45pm at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax HX1 5PG

Present:

*Steering Group Members*: Pete Ruse (Chaired the Meeting), Janine Wigmore, Alison Bower, Cath King, Gabriella Walker, Jo Stockings, Alison Sharpe. *Others*: Heidi Coney (Family Voice Co-ordinator) Lucy Armour (Unique Ways), Margaret Mytton, Sara Burge, Heather Barry, Shermeela Kauser, Shakeela Mumtaz, Nargis Khatoon.

1. Introduction & Apologies

 All attendees were welcomed to the meeting, the function of the meeting was explained and then everyone introduced themselves.

Apologies were given by Alison Bower, Martin Reynolds, Vikki Darby, Emma Poyser Buxton

2. Minutes of Last Year’s AGM – 4thth July 2018

 Minutes of last year’s AGM were agreed as a true and accurate record by those who attended. Janine proposed and Gabriella seconded. There were no matters arising.

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3. A Review of the Year

 The Chair outlined the key moments for FVC in the year:-

 D of E Grant – have applied for the grant which is an annual thing

 Charter for Co-production – working on this since last year and on the verge of getting the CCG and LA to agree to this. Introduced at this year’s conference and next year’s conference will be an audit of how services are working together.

 SEND Ofsted Inspection – FVC played a significant part in this and members took part in focus groups. FVC came out of this well and were mentioned in the report as being a strength of how well services work with parents. The final report is available to read if any attendees which to read this.

 Engagement Events – SIS Focus Group held in March, was well targeted and valuable. Also Home Educators Event held at Causey Hall and included Circus Skills workshop. Although attendance was low is was valuable discussion and a chance for parents to recount their experiences.

 Short Breaks – Pete explained members of SG sit on the Short Breaks panel and that the service has improved since FVC involved in decision making.

 Post 16 – Alison S explained Preparing for Adulthood workstream meets every 2 months and the work it does came out well at the SEND Ofsted Inspection.

 High Needs Review – Gabriella explained she sits on High Needs Review and also Enhanced Nursery Offer

4. Terms of Reference

 All those present were distributed the current FVC Terms of Reference and all those present were in agreement with the amends made.

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5. Election of Steering Group

 Pete asked who would like to be on Steering group and who would nominate and second:-

 Steering group members.

Shermeela Kauser (Cath nominated, Janine seconded)

Gabriella Walker (Cath nominated, Margaret seconded)

Alison Sharpe (Shermeela nominated, Lucy seconded)

Heather Barry (Alison S nominated, Jo seconded)

Cath King (Alison S nominated, Jo seconded)

Janine Wigmore (Jo nominated, Margaret seconded)

Jo Stockings (Cath nominated, Alison S seconded)

Thanks were given to Pete for Chairing the SG for the last year and a welcome to Shermeela and Heather, our two new members. It was decided to convene the 1st Steering Group meeting in September and to co-opt more SG members then, elect a Chair & Treasurer and decide who to appoint to which workstreams. Pete explained he is not eligible to be on the Steering Group but can be co-opted.

6. Date of next Steering Group Meeting – Thursday 12th September 2019 at 10.30am