

**STEERING GROUP MEETING 9th September 2020**

**MINUTES**

via Teams

1. Welcome and apologies

*Steering Group Members:* Pete Ruse, (chaired this meeting), Alison Sharpe, Gabriella Walker, Cath Howard, Sara Burge (Guest), Heidi Coney

Apologies: Janine Wigmore

2. Any Other Business

 Any Other Business items for the agenda were discussed and incorporated into the agenda.

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3. Minutes of previous meetings

8th July: confirmed as accurate record.

4. Treasurers Report, Grant Monitoring and Application Update

 Heidi reported that the proof of expenditure required by Contact before they will approve the grant will be done as soon as possible now back in the office with access to a photocopier.

Heidi had spoken with Lisa Aldred who confirmed the grant application had been approved and that any underspend from 2019/20 will be carried forward although there will be no discretionary grant this financial year.

 It was confirmed all expenses for parent reps had been submitted for 2019/20 monitoring so all up to date.

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5. Workstream/Panel Feedback

 Alison confirmed PFA meetings were cancelled but hoping to start up again in October and that Project Search was continuing.

 EHC Moderation Panel – this has been happening virtually and the next one is scheduled for the 29th September where there will be only 6 cases and the remainder of the session will focus on training. There has been an increase in the number of parents submitting EHC applications over the summer.

 Short Breaks Panel – these are ongoing, done on Zoom and are working well. Lucy is back on the panel and the SG members are meeting in between the panels to discuss any issues.

 ASD Steering Group – this is ongoing and currently regrouping and looking at how it can run more effectively.

 EHWB Group – this is amalgamating with Open Minds Partnership and there is a meeting scheduled for 20th October for all those attending both groups to discuss how this will work.

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6. AGM Planning

 The date scheduled for this is Wednesday 23rd September at 10.30. This will be a virtual AGM on Zoom. Invites to all members will be sent out via email, however it will be linked up with Eventbrite too so that we have an idea of who will be attending beforehand. Cath highlighted that Rotherham PC Forum have produced some work on how to run forums virtually and Gemma from Rotherham will be happy to advise on this. Cath will send the details to Heidi and Pete. A Zoom Pro account for FVC will be purchased with grant.

 The format will consist of celebrating achievements, reviewing the Terms of Reference and voting for members on the Steering Group. It was suggested that any parent member wanting to put themselves forward for the SG should do this in advance. There will also be a slot for attendees to ask any questions about FVC and current parent reps could answer questions on what it is like to be part of a workstream. The Unique Ways video could also be shown as a way of showing link between FVC and UW.

7. Dates of Future Meetings

 The next meeting will be early October when the SG members nominated will be elected for the various roles.

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8. AOB

 Equitable Charging Consultation – there is currently a local authority consultation regarding charges that will affect over 18’s in receipt of certain community services. Will set up an initial meeting with Cath and Pete to decide how to proceed with this and may involve survey sent out to UW parent members. The closing date for the consultation is 18th October.