

**STEERING GROUP MEETING WED 10th FEBRUARY 2021**

**MINUTES**

via Zoom

1. Welcome and apologies

*Steering Group Members:* Gabriella Walker, Alison Sharpe, Cath Howard, Pete Ruse, Heidi Coney (UW)

Apologies: None

1. Items for AOB

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1. Minutes of Last Meeting (13th Jan) and Matters Arising

Agenda item 2 will be amended to reflect more clearly what the meeting was about. Agenda item 5 re Moderation Panel – the last sentence will be deleted.

Discussion took place regarding Janine resignation and the letter the council had sent out to parents. Pete cleared up that it wasn’t a discussion around the letter but the Council’s stance. SG discussed point that if a discussion is needed on an issue then that is what is to happen. Gabriella suggested putting together a survey for parents to find out how parents are feeling about the 3rd lockdown school experience. SG agreed and Gabriella will put some questions together for this.

FAQ’s – Ben Allchin had sent these to Pete for amendments/comments which Pete had done and sent back to Ben.

4. Treasurers Report

Nothing to report as no money spent as yet. Heidi reminded SG to send in expenses and will send timesheets to Cath & Alison. Heidi will ask Martin to cost up printing copies of the Charter.

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5. FVC Conference

Lesley Bowyer is prepared to do the Q&A session for the Conference and need to arranged a date for this. Also need to decide who else FVC would like to interview and do a schedule. The format will be a webinar so it is accessible to parents at any time. In next UW E-bulletin will ask parents for questions to put to Lesley Bowyer. From these questions should be able to work out what are the themes coming through from parent. Pete will contact Lesley to let her know what we are doing. SG will meet after 1st March to collate list of questions for Lesley. The interview will be recorded on Zoom/Teams and then edited so it can be watched by our members.

Other suggested interviewees are – Dr Katie Gregson Curtis, Ben Allchin, Andrew?, Joanne Grantham (Social Prescribing) Glenn Swindell (Preparing for Adulthood), Libby Smith (Short Breaks), a representative from SENDIASS and Early Years.

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6. Workstream/Panel Feedback

Short Breaks Panel – Cath attended in December and January. Cath reported there is a lot of feedback coming through regarding what services are currently available if you get a Short Break and this often comes down to availability of PA’s. Glenn Swindell is coming up with a plan to recruit more PA’s

Moderation Panel – Alison reported she had attended one on the 9th Feb and there were 12 assessments to do and 9 went through. There are more applications for EHCP, 89% are initiated by school, 11% initiated by parents and 3 plans were put through by the young people themselves.

Neurodevelopment SG – Pete reported that waiting lists have got longer due to Covid but there are plans in place to reduce these. Increase in number of DNA’s (did not attend). Pete is involved in gathering feedback from those at the end of the journey compared to those at the beginning.

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7. Community Care Charge Survey

Pete has written a report which he will circulate for comments. Next step will be to circulate the report to parents and also organisations we’re involved in such as Ravenscliffe School and also the SEND Reference Group and use this to make links with them and improve communication. Will send to parents in Feb Ebulletin if the report is finalised and also include link to court case sent by Joanna at PCAN to illustrate this is a national topic and not just a local one. Cath will reply to Katie Clark regarding the focus group. FVC may also look at conducting a focus group of parents to get more in depth feedback from parents

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8. Training & Recruitment – suggested getting Lisa Aldred in to look at training & recruitment of parent reps. Heidi will send updated list of associates around so can decide who SG want to bring in and look at proper strategy for engagement.

**Date of Next Meeting – Wednesday 10th March 2021 at 10.30 via Zoom**