

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

**MINUTES**

via Zoom

1. Welcome and apologies

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

Apologies: None

1. Items for AOB

None

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1. Minutes of Last Meeting on 10th Feb and Matters Arising

All SG members agreed minutes were true and accurate record.

FAQ’s were not sent out however Pete will check with Ben Allchin

1. Treasurers Report

Martin reported £15K grant plus £1,089 from last year so £16,089 in total. Subtracting £7.5K for Heidi’s salary and £3K for infrastructure there will be around £5K left to spend. Laptop is definitely needed for FVC and this will be around £500. Martin said UW paying more for mailchimp now some of FVC will contribute towards that. Will also purchase Doodle which is £5 a month and menti which will be very useful for focus groups. Cath suggested FVC purchasing some IPADs to be used at conference and focus groups so that they can feedback digitally and also register with these & purchase 2 stands. SG agreed the grant needed to be spent before the 31st March and agreed to spend. Martin suggested Jam Boards for use by FVC and explained what these are and showed the SG. Need copies of charter too - will probably need around 6K in total to get to all families however with this grant spend want to order around 2k copies which would be 60 boxes and should be able to accommodate in the office.

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5. FVC Conference 2021 Q&A

This item will be discussed at a separate meeting to be organised w/c 15th March.

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6. Community Care Charge

 Pete took CCC report to SEND Strategy group and it will go out with the minutes to go to the whole meeting. Report has been sent out to the 3rd party organisations that circulated the survey and will be sent out to the membership separate to the March Ebulletin to raise the profile. Pete also sent it out to local politicians. Heidi will send to Alison and the Chair of the PFA workstream Karen Midgely to ask if it can go on the agenda for the next meeting. Cath sent report to all parents who had completed survey and had asked those parents if they were interested in attending a virtual focus group.

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7. Schools Survey

 School Survey didn’t go out as by time it was ready the children were going back to school and didn’t seem appropriate. Martin has included these questions in the UW survey however changed to post context.

8. Green Prescribing

 To be carried forward to the next meeting.

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9. Update from UW

 Pete updated on staff changes at UW, that Helen and Amanda had both left and that they had recruited for Membership Officer and Benefits Advisor roles and also that Leah Webster was covering Education Practitioner role on a voluntary basis. Heidi will arrange to send flowers to Helen & Amanda from FVC.

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10. Neurodiversity Project

 To be carried forward to the next meeting.

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11. Workstream/Panel Feedback

 To be carried forward to the next meeting

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12. AGM/Training Recruitment

SG members had been sent a list of associates and decided Laura Burling for Recruitment and Wendy Davy for Media/Digital training. Heidi will contact them to check their availability for the Summer term after Easter and the spend will come out of the budget for next year. Cath also suggested Liz Wilson and will pass over her contact details to Heidi.

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**Date of Next Meeting – Wednesday 31st March 2021 at 10.30 via Zoom**