

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 23rd October 2019**

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

Present

*Steering Group Members:* Pete Ruse (Chair) Alison Sharpe, Cath King, Gabriella Walker, Sara Burge (Guest) *Others:* Heidi Coney (Family Voice Co-ordinator), Martin Reynolds (Unique Ways)

1. Welcome and Apologies

Apologies were given from Alison Bower, Jo Stockings, Shona Walsh and Janine Wigmore.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. Annual Survey Feedback

Martin reported back on the annual survey results. There were 196 replies and 96 questions this year. There was a good spread of replies from all over the localities however regarding ethnicity replies were low from minority groups and this is something to be looked to be taken into consideration when planning engagement events. The full survey results will be sent out to the Steering Group and will also be presented at the work streams. ACTION: Heidi will send to the Steering Group

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Items for AOB

* Unique Ways Video
* Law in a Day Training

­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4. Minutes of Previous Meeting and Matters Arising

Minutes of SG meeting on Thursday 12th September are a true and accurate record. Parent Rep attendance at the EHWB group, Shona will be attending from January but they are keen for a parent rep to attend - Sara Burge will go to the next one in November with Heidi. Bid Evaluation Panels – Pete made a decision it was too much for FVC to take on but they are having a meeting on the 18th November to look at the setting the questions for the Bid Evaluation Panels from 1-4pm at Princess Buildings and Gabriella will go to this. Pennine Magpie – Pete has put Cath’s name forward and they will contact her when ready to proceed with this.

5. Treasurers Report

Nothing to report

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Discretionary Grant

The deadline for application is the 11th November and FVC will apply for this to fund a Home Educators Day with circus skills workshop and also buy in training for parent reps. Gabriella also suggested some funding for Early Years.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

7. Program of Focus Groups

Steering group had a discussion about topics for focus groups which were as follows:-

* Home Education/Exclusions
* Siblings/Young Carers
* Minority Groups – BME
* CAMHS
* Early Years
* EHC Plans

There is around £850 in the budget for this engagement work and the Co-Chairs will split the focus groups between them. Venues were suggested including ROKT in Brighouse where there could be an activity for siblings connected to the event. **ACTION: Heidi will look at all venues before the next meeting with a view to having a Sibling/Early Years around February half term.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

8. Charter for Co-production

The Charter is currently with the Local Authority & CCG for their formal consideration.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9. SEN Survey

Pete explained that the SEN survey had been looked at and what has come out of it so far is that there are some communication problems in schools. Pete talked about the SEN Support Guide and this could be part of the Charter for Co-production toolkit and when distributed will answer some of communication problems in schools. SEN survey will open again after October half term.

10. Carers Strategy

Heidi will circulate to the Steering Group for comments and can discuss at the November Steering Group.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

11 Past/Upcoming Events

1. **Unique Ways AGM** – 7th November and a Save the Date Conference flyer will be circulated on the day and then emailed after to all our members.

• **Resilience Training** – Cath reported on one day training workshop held in Leeds on 16th October for forum members to learn skills to pass on to other forum members. Reported the toolkit was great but the whole event kept getting sidetracked by other forums. This will be reported back.

• **National Conference** – 6th & 7th November Gabriella will attend both days and will stay over in Chester and Pete will attend one.

• **Local Offer Live** – Tuesday 19th November 2-6pm Pete, Cath, Alison S and Gabriella can all do slots during the day.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

12. Workstream/Panel Feedback

* Local Offer – due to a change in Jo’s family circumstances she is unable to commit any time to the parent carer forum for the foreseeable future and Cath will take over as the parent rep on the Local Offer work stream.
* Commissioning – Pete reported this work stream had been cancelled
* ASD Pathway – there is an initial meeting in November and this should highlight any gaps in services.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

12. AOB

* Law in a Day Training – Gabriella explained the training and is happy to go along. **ACTION: Heidi will send to email to practitioners at Unique Way to see if any of them would like to attend.**
* Unique Ways Video Link – Cath explained she had looked at 37 school websites and only 3 schools had uploaded the link to the video. SG will discuss this more at the November meeting
* **Chairing of Meeting** – Pete asked if anyone would like to chair future SG meetings and as none of other Steering Group members did it was decided that Pete and Gabriella will share the chairing of the meetings. Pete also suggested a rolling list of guests for future meetings starting with the Pracitioners – Helen, Lucy and Shona and also invite Adam Wilkinson to the December meeting.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next meeting – Tuesday 12th November 2019 at 10.30am at Unique Ways Offices**