

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 11th March 2020**

10:30 am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax

Present

*Steering Group Members:* Pete Ruse, Alison Sharpe, Cath King, Sara Burge (Guest) *Others:* Heidi Coney

1. Welcome and Apologies

 Apologies were given from Gabriella Walker, Alison Bower, Charmaine Stowe and Janine Wigmore.

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2. Items of AOB

* Case Studies for Lottery Bid
* Local Offer Focus Group
* Short Breaks Paperwork

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3. Minutes of Previous Meeting and Matter Arising

 Minutes of SG meeting on Thursday 13th February are a true and accurate record. Matters arising are that Pete attended the Regional meeting in Kirklees on Monday 9th March, reported the D of Ed SEND Review Team were there requesting feedback and the big issues from a regional survey that had taken place were:- The Tribunal System, Local Authority Inspections and the Long Term Plan. Year on year funding for forums is also an issue. **ACTION:** Heidi will regularly check NNPCF website and sign up for updates to keep informed. Heidi updated on the BME Engagement Event that was held on the 10th March, it was successful with a good turn out from parents. Pete reported hopes to build on event and maybe have an information session on SEN in Schools and could ask Tracy Bird to facilitate. Heidi also reported on SWYPT Focus Group regarding there engagement and communication strategy – 5 parents attended and useful discussion although Sara commented that having a representative from SWYPT there would have contributed to discussion. Pete reported on ASD waiting list and that a significant number not attending appointments and not communicating why. Pete has helped in the rewriting of letters to all those on the waiting list to make it clear the process if they are unable to attend or want to cancel.

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4. Treasurers Report

As no Treasurers Report available this will be discussed outside the SG when the report is available.

5. Conference 2020 Evaluation

SWOT Analysis of the Conference was handed out to all SG. Pete added to threats – that of funding for UW and future of FVC due to this. Unique Ways still has no funding after July and this will have implications for FVC. It could however run as a stand alone forum if it came to this and will invite the Contact Regional Rep to the May Steering Group to talk about governance and to inform us of the options for this. The purchasing of a FVC laptop as a way of working remotely will facilitate this if necessary. **ACTION**: Heidi will invite Lisa Aldred to the Steering Group meeting on Wednesday 20th May.

 Charter Distribution – consider if there is any spare funds from the grant could be used to do a print run of the Charter and these could be distributed to schools with a letter for the SENCO. There are around 4.5K on the Special Needs register in Calderdale and so a copy would be required for each family, head teacher, SENCO and governor. School with large numbers of children/YP on SEN register will be targeted first.

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6. Focus Groups

 EHCP Applications 23rd March – Pete organising focus group for parent carers who have made own application to local authority for EHC Assessment. Sara expressed an interest in attending as she did her own. John Perry will be there taking notes and Heidi will attend too. ACTION: Ask Janine to put on the NAS facebook page and Heidi will send an email reminder to members and extend the deadline.

 Local Offer – Cath explained we had been asked to get involved and the date has yet to be set but will be April or May. Pete said he is happy for FVC to be involved and arrange a meeting with Sam W to co-produce this. This will be a combined focus group and information session for parent carers about Short Breaks and Direct Payments.

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7. Parent Rep Training

 Pete updated that he had had a conversation with Janine and could do a training session together on attending meetings (it’s Session 3 of the Insiders Guide with some added bits on). This is an option although will also take a look at the local list of trainers from Contact and Cath also suggested Liz Wilson or Imagineer as potential local contacts/organisations who could provide the training. Cath will contact both and get a cost Pete mentioned that it would need to be co-produced. Due to Coronvirus outbreak maybe able to transfer money over from March to accommodate the training in April or May. Should invite all members of Unique Ways and anyone who is interested in the work of FVC. Pete and Janine could then do follow up training for parent reps.

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8. Upcoming Events

 LGA Awards 18th March – this may be cancelled due to Coronavirus

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9. Workstream/Panel Feedback

* SENDIASS Steering Group - Pete will be attending this on Friday 13th March
* Emotional Health and Wellbeing Group – Sara updated on the meeting. Heidi also reported that the EHWB Task Force and Open Minds Partnership would be merging and that there will be a meeting about this on Thursday 30th April. Heidi will send Pete the details and he will attend.

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10. AOB

* Case Studies for Lottery Bid – Heidi explained Shona would like some Case Studies both traditional and video clips for the lottery bid. Sara Burge agreed she could do a case study based on perceptions of disability. Cath suggested that PCAN had used an effective format of “Walking in their Shoes” where the parent tells the story. Heidi will find out what the guidelines are for these and also how many words they need to be.
* Short Breaks Paperwork – Cath will meet with Margaret Bates to go over the Short Breaks paperwork.

**Next meeting – Wednesday 22nd April 2020 at 10.30am**