

**STEERING GROUP MEETING 8th July 2020**

**MINUTES**

via Teams

Welcome and apologies

*Steering Group Members:* Pete Ruse, (chaired this meeting), Gabbi Walker, Alison Sharpe, Janine Wigmore (part of meeting and listening only), Cath Howard, Sara Burge (Guest)

Apologies: Shermeela Kauser, Heidi Coney (Furloughed)

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

20th May: confirmed as accurate record. Amend item 4 AB to AS (typo). Matters arising picked up at June meeting.

17th June: confirmed as accurate record. Proposed structure of SG Meeting next academic year of members only followed by open session and lunch.

4. Treasurers Report: combined with next item

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5. Grant monitoring and application:

 No information available on current precise state of finances.

 Grant monitoring stalled until proof of expenditure (receipts/tickets and so on) are scanned and uploaded to Contact. These are in the office and there is no access to the office until September, unless Martin can get in over the summer. If he can, he will contact Pete and we will look to support him doing this job.

 This means second tranche of grant will not be released until the monitoring is complete. We have not been informed about the first tranche yet. None of this has significant practical implications – we expect monitoring and application to be completed successfully by the end of September.

 All of this has been talked through with UW and Contact so everyone is in the picture and all are in agreement about actions and timescales.

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6. AGM Planning:

 It seems sensible to explore physical venues that can accommodate social distancing (Causey Hall and the Shay came to mind) as well as planning a virtual meeting. We also thought to incorporate a UW dimension in the form of information and advice sessions – again, physical/virtual as wider social conditions evolve. More detailed planning needs to be done closer to the time when we know better what conditions actually are. At any rate, the fallback position is to have a basic AGM that fulfils the Terms of Reference governance requirements.

 We pencilled in Wednesday 23rd September – this date needs checking with UW and other partners.

 Gross structure of AGM:

Round up of year’s activities and achievements.

 Business part – election of Steering Group

 Support/advice session in breakout spaces/chatrooms. This provided by UW/partners

 Action planning:

 Pete to talk to Martin and Shona re: participation of UW/partners; technical aspects of virtual/physical meetings

 Cath to reach out to other Forums in the region who have experience of conduction larger meetings and chatrooms virtually.

 Pete to explore Causey Hall and possible the Shay as physical venues.

 Cath/all to think about a pack for parents in September to pull them into the AGM. Cath to investigate what other forums have done.

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7. Parent rep training:

 Cath to distribute link to Contact webinar on combatting isolation so we know we’ve all got it and can have a look at it.

8. FVC Terms of Reference

 The present covid19 crisis has revealed weaknesses in the ToR. The AGM has been postponed but there are no provisions in the ToR to do this – discussions were held with UW and Contact to satisfy good governance.

 The clause on AGMs say they are to be held in July. This can easily be amended to ‘usually held’ to provide the necessary flexibility. Other clauses may need the same treatment.

 There are no provisions in the ToR for Emergency General Meetings (EGMs). It might be wise to explore adding these to cater for all eventualities. Pete to draft and distribute for mulling over.

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9. Workstream/Panel feedback

 Current tranche of High Needs Review at evaluating proposals from schools stage. Gabbi fully involved in this. Going well from our point of view.

 EHC Mod Panel happening virtually but by individual contribution as opposed to virtual meeting. Virtual meeting planned for Sept panel to incorporate training for panel members (so will have reduced caseload). Pete and Alison are sharing the cases for each panel.

 SB Panel happening as zoom meeting. Pete attended last one and it went well. Lucy Armour has been invited back to be a panel member and she has accepted. Pete, Cath and Lucy have a timetable of attendance at the panels for the rest of the year.

 Key worker pilot: this is across West Yorks and aimed at children and young people who are risk of admittance to closed ward placements. Gabbi and Janine are keeping engaged with this.

 ASD Steering Group ongoing – has had a strategic review of its work and will focus on what support families need at all stages of their journeys – previously efforts focussed on waiting list reduction initiatives.

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10. Zoom meeting 12 noon Tues 14th July as a social catch up and so we can include Shermeela and Heidi, who don’t have access to Teams.

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Pete Ruse

8/7/20