

Torbay Parents Participation Forum

Steering Group

January 2017

Location	Castle Road
Date & Time	Thursday 12 th January
Present	Carol Brierly, Tamzen Pugh, Kelly Givens, Penny Rickman, Louise Benson , Clare Foulds, Tammy Maguire
Agenda Items	<p>Description of tasks Lead Time allotted</p> <p>1 OPENING</p> <p>1. Welcome & apologies</p> <p>2. Minutes from previous meeting</p> <p>2 FINANCIAL UPDATE</p> <p>3 CHAIR'S UPDATE</p> <p>4 PRIORITIES</p> <p>1. Parent group – SEND provision (email from Matt Gifford) & Collecting parents' views (draft from Marianne Lewis)</p> <p>2. The Orb</p> <p>3. Parents' views on the Local Offer (email from Matt Gifford)</p> <p>4. Mood board for March event</p> <p>5 UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS</p> <p>6 ANY OTHER BUSINESS</p>

Agenda Item 1.1	Opening, Welcome & Apologies
	CB spoke with Carol Boughty, she is not receiving emails .

2.0	Minutes from previous meeting	
	<ul style="list-style-type: none"> • Dec minutes approved for website. • Financial Update: Documents taken to the bank previous Monday. The process can take up to two weeks. • PPF GMAIL-Natwest emails to be forwarded direct to TP. • Last Natwest email was received 08/12/16 from Beverly Jones. • CB & TP to buy equipment have arranged a purchase date for 16/01/17 • Operating money as of 12/01/17 stands at £9,456 	<p>TM</p> <p>TM</p>

3.1	Parent Group : SEND	
	<ul style="list-style-type: none"> • Carers Register Management Meeting • Tuesday 17th January 10am @ Paignton Library ~PR to attend • PR currently stands oh no committees as a PPF rep. <ul style="list-style-type: none"> • CF sits on the CCG Committee • CB requeste3d the minutes of the last 3 meetings last year of the CCG <ul style="list-style-type: none"> • The next CCG meeting is on 22/02/17 • Carers Strategy Group headed by Katie Heard ~Carers Information & Advice SG • Anti-Bullying Strategy Group headed by Jenny Hunt • LB expressed an interest in involvement with this group <ul style="list-style-type: none"> • Andy Dempsey Head of children’s services Wants to meet parents of SEN children in Torbay. 	

3.1	The Orb	
	<ul style="list-style-type: none"> • Details on the Orb regarding Local Offer are now directing back to the councils Family Information Services. • In the next PPF Bulletin PR to include details on the LO. Including a link to the LO. • CB to notify MG that we are to ask parents/carers to check out LO and leave feedback on the FIS. 	PR

6.0	Any other Business	
	<ul style="list-style-type: none"> • Contact Cosmix in regards to strange emails and to notify them of new admin/contact person. • ML wanted to thank PR for her feedback on the site accessibility. • KG requested that Sendiass be included in the PPF bulletin drop. • CB raised the issue of adding ‘Carers’ to the new leaflets adding that carers need to feel that they also can join the PPF 	TM PR

	<p>TP requested an extra ½ hour Child Care because of new SG meeting venue. APPROVED</p> <p>Working party for March Conference to meet Friday 20/01/17 at 11.30 -2pm TM-PR-TP-KG-CB</p> <p>Look at official document on criteria for ESA/JSA..</p> <p>To attend DEA from Job centre-Lee Tozer,</p> <p>Leaflets PR to look at current leaflets and make amendments</p> <p>Website to pronounce our parent CARER aspect.</p>	
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