

TORBAY PARENT
CARER FORUM
Steering Group
NOV 2017

Date and Time	Thursday 9th November 2017
Location	Castle Circus House
Present	Carole Brierley, Tamzen Pugh, Tammy Maguire , Claire Howell,
Agenda	

1.1	WELCOME & APOLOGIES	
	<ul style="list-style-type: none"> • Apologies from CF & LB • Kelly Givens has notified CB, TP & TM that she is standing down from the 24th October 	

1.2	MINUTES FROM PREVIOUS MEETING	
	<ul style="list-style-type: none"> • Minutes have been seen and will be amended and uploaded to the G Drive 	TM

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> • TP states that we have approx 8 Thousand pounds in our bank • The name on the bank account needs to be changed at the bank from PPF to PCF • An Add/Remove signatory form • A change of name form • CB has had to be witnessed by TM and CH as she has had to sign her own cheque 	TP TP TP

3.0	WORKERS REPORT	
	<ul style="list-style-type: none"> • Posts on FB need to be shared by all SG members • TM to send an email to the SG requesting that they share all relevant FB posts • KG needs to be removed from the FB page • CH will be added to the FB Admin 	TM TM TM

4.0	PRIORITIES	
4.1	<ul style="list-style-type: none"> • Invite SENCos to the November event • A feedback form has been created and approved • Food Order has been placed at 50, we have been asked to confirm numbers in the week prior to the event • TP to ensure she visits the bank to get change for the event 	TM

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4.2	SANTA TRAIN	
	<ul style="list-style-type: none"> • CB informing SG that the ticket system was abused last year and therefore CB will be making a post on FB to inform parents of this • The PCF have decided that they will be very firm with ticket allocation this year due to issues last year 	CB
4.3	PCF CAPACITY ISSUES (volunteer service TCDT)	
	<ul style="list-style-type: none"> • A meeting to be arranged with the TCDT Volunteer Center 	TM
4.4	MEMBER SURVEY – NHS DRAFT	
	<ul style="list-style-type: none"> • Children with Learning Disabilities are supposed to have an annual health check • A survey will be developed to ascertain the current state of annual health checks happening in this area 	TM
5.0	UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDER	
	<ul style="list-style-type: none"> • Parent carer Assessments- These are legally done by the council under children's services • GP Annual Health checks • SW Cluster meeting for the PCFs attended by TP 	
6.0	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • Do we have a Financial Control Policy--- Policy will be checked • 	CB