

Torbay Parents Participation Forum

Steering Group

MARCH 2017

Location	Castle Road
Date & Time	Thursday 9 th March 18.45-20.45
Present	Carole Brierley, Tamzen Pugh, Penny Rickman, Kelly Givens, Carol Bishop
Agenda Items	1.0 Welcome & apologies 1.1 Minutes from previous meeting 2.0 Financial update 3.0 Chair's update 4.0 Priorities 4.1 Transitions Event 4.2 Website training 4.3 Leaflet redesign 4.4 DfE Grant Variation 4.5 Andy Dempsey Meeting 4.6 PPF/LA Meeting 5.0 Update on participation with relevant service providers 6.0 A.O.B.

1.0	WELCOME & APOLOGIES
	Apologies were received from Louise Benson, Clare Foulds, Tammy Maguire

1.1	MINUTES FROM PREVIOUS MEETING	ACTION
	February 2017 minutes require amendments	PR

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> • NatWest account is now open and money has been paid into it; a bank statement has been received; the account is not yet on-line • The balance is just over £6,000.00 • The Grant Application form for 2017/2018 has not yet been received from Contact a Family (CaF) • The Grant Monitoring form for 2016/2017 has not yet been received from CaF • TP to chase up the two forms above 	 TP TP

3.0	CHAIR'S UPDATE	
	CB has no updates this month.	

4.1	Transition Event	
	<ul style="list-style-type: none"> • Is very close and CBr is panicking! • To-date 39 people have booked including one young person and five interested professionals • KG circulated a Press Release which will appear in The Herald Express • TP has taken invitations to Mayfield/Mayfield College • CBr will chase Combe Pafford for a response • KG will chase South Devon College for a response • KG will take invitations to Brixham • KG volunteered to start on the attendees pack which will include print-outs of the guest speakers' Power Point presentations and the Local Offer Poster • The venue has been booked – numbers need to be confirmed • Food (inc cutlery and crockery) has been ordered from The Crusty Loaf - numbers need to be confirmed • The PPF stand display needs to be checked and updated • Tammy will man the sign-in desk and is working on badges • Parking expenses will be paid at coffee break • KG volunteered to amend the feed-back form so attendees can comment on individual speakers; the form will also ask for e-mail address • Next Working Party meeting will be 17/03/17, 11.30am, Castle Road 	<p>CBr KG KG</p> <p>KG</p> <p>TM</p> <p>TM</p> <p>TM TM TP</p> <p>KG</p>
4.2	Website Training	
	Has now taken place and CBr charged TM with prioritising updating the site from 1 st April	TM

4.3	Leaflet Redesign	
	<ul style="list-style-type: none"> • Partington Print have quoted £80.00 to design leaflet; £135.00 to supply 1,000 copies, £165.00 for 2,000 copies • CF has sent final copy to CBr • Photograph for leaflet to be taken at the Transition event • CBr to supply a rough mock-up for the designer • PR to ask Partington Print for an invoice for 2,000 leaflets so that the new leaflets can be paid for out of the 2016/2017 budget 	<p>TM</p> <p>TM CBr</p> <p>PR</p>

4.4	DfE Grant Variation	
	This has been submitted and approved by CaF	

4.5	Andy Dempsey Meeting	
	<ul style="list-style-type: none"> • This is scheduled for Weds 29/03/2017 11.15 – 13.00hrs • To be held at the Yellow Frog Cafe, Combe Pafford School. TP queried suitability of venue as it is a public cafe. PR to discuss with Matt Gifford (SEND Reforms Project Manager) • PR to request Minutes from the first two meetings • CBr is attending 	PR PR

4.6	PPF/LA Meeting	
	<ul style="list-style-type: none"> • This is scheduled for Weds 29/03/2017, 13.15 – 14.45hrs • KG to book Meeting Room, Castle Road, or other alternative venue • PR to prepare agenda • CBr and PR are attending 	KG PR

5.0	UPDATE ON PARTICIPATION WITH RELEVANT SERVICE SUPPLIERS	
	<ul style="list-style-type: none"> • CBr and CB will be attending our local MP's Surgery on 10.03.2017 • KG will be attending the SENCO Event Day on 28.03.2017, taking a joint PPF/SENDIAS stall • TP will be attending the Local Offer Peer Review Workshop on 29/03/2017 • ?? Sendops CBr?? 	

6.0	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • KG presented a mock-up of the new SENDIAS leaflet, CBr requested that a reference to the PPF be included • PR to check member's contact details to update database 	KG PR