

TORBAY PARENTS PARTICIPATION FORUM

STEERING GROUP MEETING – APRIL 13, 2017

Location	Castle Road
Date & Time	Thursday April 13 th 2017
Present	Carol Brierley, Penny Rickman, Tamzen Pugh, Clare Foulds, Tammy Maguire
Agenda Items	<p style="text-align: center;">1.0 OPENING</p> <p style="text-align: center;">1.1 Welcome & apologies</p> <p style="text-align: center;">1.2 Minutes from previous meeting</p> <p style="text-align: center;">2.0 FINANCIAL UPDATE</p> <p style="text-align: center;">3.0 CHAIR'S UPDATE</p> <p style="text-align: center;">4.0 PRIORITIES</p> <p style="text-align: center;">4.1 Event de-brief</p> <p style="text-align: center;">4.2 Leaflet redesign</p> <p style="text-align: center;">4.3 Meeting with Andy Dempsey, Director – Children's services</p> <p style="text-align: center;">4.4 PPF/LA meeting</p> <p style="text-align: center;">5.0 UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS</p> <p style="text-align: center;">5.1 Carers Register Management Group, April 2017.docx</p> <p style="text-align: center;">6.0 ANY OTHER BUSINESS</p>

AGENDA ITEM	WELCOME & APOLOGIES	ACTION
1.1	<ul style="list-style-type: none"> • Apologies received from KG-on holiday • CB has a day on Thursdays • LB has child care issues 	
1.2	<ul style="list-style-type: none"> • Minutes from March 2017 need some amendments 	PR

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> • Approximate spend as of 13/04/17 is £13,000 of £15,000 (TBC) • TP & CBr are currently doing the 2016-2017 Torbay PPF accounts. • The date for the finalisation of the accounts is...TBC 	TP
		TP

4.1	EVENT DE-BRIEF	
	<ul style="list-style-type: none"> Complaints received from the March event are that the booklets which are handed out are too small to read. Members have requested shorter feedback forms- Admin to design new feedback form for future events. The PPF is to ensure that they are aware of any other events that may be taking place in the same venue to avoid confusion. 	TM
4.2	LEAFLET RE-DESIGN	
	<ul style="list-style-type: none"> CB to choose photo for the new leaflet and send it to Parrington's Leaflet is the ready to print 	CB
4.3	MEETINGS WITH ANDY DEMPSEY(AD)	
	<ul style="list-style-type: none"> Both meetings were cancelled due to staff sickness. The new date for the meeting with AD is on 26/04/17 at 11.15-12.30 taking place at Tor Hill House PPF Admin to minute the meeting 	TM
4.4	PPF LA MEETING	
	<ul style="list-style-type: none"> The meeting between the PPF and the LA will now happen on the 26/04/17 at 12.40 -2pm taking place at Upton vale 5 PPF Admin to minute meeting 	TM

5.0	UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS	
	<ul style="list-style-type: none"> PR attended the Carers Register Management meeting Upcoming meetings are: Carers Measure Up Meeting— 24/04/2017 CAMHS Participation Forum –27/04/2017 SENDIASS Steering Group – 09/04/2017 SENDOPS (Rescheduled) – 04/05/2017 	