

TORBAY PARENTS PARTICIPATION FORUM

STEERING GROUP MEETING – MAY 10, 2017

LOCATION	Castle Road
DATE & TIME	Wednesday May 10 th 2017
PRESENT	Carole Brierley, Penny Rickman, Tazmen Pugh, Kelly Givens, Claire Howell, Angela Lord, Tammy Maguire
AGENDA ITEMS	<ol style="list-style-type: none"> 1 OPENING <ol style="list-style-type: none"> 1.1 Welcome & apologies 1.2 Minutes from previous meeting 2.0 FINANCIAL UPDATE 3 PRIORITIES <ol style="list-style-type: none"> 3.1 New SG members 3.2 Leaflet redesign 3.3 2017 AGM 3.4 NCVO Member survey 3.5 IPSEA Foundation Send Law Training day for parent and carers (May 31 or Jul 16) 3.6 CAF Workshops 3.7 Spring Implementation Survey 4.0 UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS <ol style="list-style-type: none"> 4.1 Meeting with Andy Dempsey, Director – Children’s services (26.04.17) 4.2 PPF/LA meeting (26.04.17) 4.3 Carers Measure Up Meeting (24.04.17) 4.4 CAMHS Participation Forum (27.04.17) 4.5 SENDIASS Steering Group (09.04.17) 4.6 SENDOPS (Rescheduled) (04.05.17) 5 ANY OTHER BUSINESS

AGENDA ITEM	WELCOME & APOLOGIES	ACTION
1.1	<ul style="list-style-type: none"> • Apologies received from Clare Foulds, unable to attend due to child care issues and Louise Benson whose child is unwell. • Carol Bishop has asked KG to state that she will be withdrawing from the steering group but is more than happy to be involved in our events. 	
1.2	<ul style="list-style-type: none"> • Minutes from the April SG meeting have been approved and are stored in the PPF G Drive • April SG minutes can be placed in the appropriate folder on G drive • A file has been created on G Drive for PPF SG members to upload 	TM

	<p>the minutes from meetings that they have attended as representatives of the PPF.</p> <ul style="list-style-type: none"> • The file is called “Minutes from Meetings Attended” 	
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2.0	FINANCIAL UPDATE	ACTION
	<ul style="list-style-type: none"> • Accounts have been completed and sent off • TP reports that the new Barclays bank account is up and running • All outstanding cheques have been paid • An email has been received to confirm that our accounts are in. • TP & CB have confirmed that they have completed the 2017/2018 funding application • The 2017/2018 funding application has been forwarded to Dorothy Hadleigh who has confirmed that she will sign it off 	

3.0	PRIORITIES	ACTION
3.1	<ul style="list-style-type: none"> • Claire Howell and Angela Lord have become members of the steering group as of today 	
3.2	<ul style="list-style-type: none"> • All the wording for the leaflet is complete • They are still deliberation over the right photo as none of the saved PPF event photos are suitable • A dead line of Friday 12th May has been created as a deadline to receive the photo. 	
3.3	<ul style="list-style-type: none"> • 2017 AGM will be held on Tuesday 27/06/2017 @ 13.30 	
3.4	<ul style="list-style-type: none"> • SG have made the joint decision to leave the NCVO 	
3.5	<ul style="list-style-type: none"> • 16th July IPSEA training day-TM showed interest in attending 	
3.6	<ul style="list-style-type: none"> • CAF WORKSHOPS • CAF advertised some 0-5 training opportunities but they are all in North Devon • CB raised the question of whether CAF do any local workshops? Or training opportunities available for parents and SG? • Look at CAF site and email Sue Meanner regarding 	TM
3.7		

4.0	UPDATE ON PARTICIPATION WITH RELEVANT SERVICES PROVIDERS	
4.1	AD did not attend but CB, TP, TM	
4.2	<ul style="list-style-type: none"> • PPF/LA meeting went well. • Minutes are completed • CB discussed the capital fundings from the DFE, and DH has stated that the PPF will be involved. 	
4.3	<ul style="list-style-type: none"> • Carers measure up meeting went ahead and was attended by CB • Minutes will be shared on G Drive 	
4.4	<ul style="list-style-type: none"> • CAMHS Participation Forum cancelled and will now be on 23/05/2017 	

4.5	<ul style="list-style-type: none">• SENDIASS SG Meeting was cancelled and has been rescheduled for 23/05/2017	
4.6	<ul style="list-style-type: none">• SENDOPS meeting was rescheduled for the 4th May 2017.• CB will share the minutes to the G drive.	