

TORBAY PARENTS PARTICIPATION FORUM STEERING GROUP MEETING – JUNE 8TH 2017

Location	Castle Road
Date & Time	Thursday 8th June 2017
Present	Carole Brierley, Tamzen Pugh, Claire Howell, Kelly Givens, Angela Lord (minutes taken by Tammy Maguire)
Agenda Items	<p>1.0 OPENING</p> <p>1.1 Welcome & apologies</p> <p>1.2 Minutes from previous meeting</p> <p>2.0 FINANCIAL UPDATE</p> <p>3.0 PRIORITIES</p> <p>3.1 Leaflet redesign</p> <p>3.2 2017 AGM</p> <p>3.3 Recruiting at school summer fetes; stands at Combe Pafford and Mayfield</p> <p>3.4 Fair Play Day</p> <p>4.0 UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS</p> <p>4.1 Carers Register Management Meeting, 30.05.17</p> <p>4.2 SENDIASS Update</p> <p>4.3 ASrUS Update</p> <p>5.0 ANY OTHER BUSINESS</p>

AGENDA ITEM	WELCOME & APOLOGIES	ACTION
1.1	<ul style="list-style-type: none"> Apologies received from Louise Benson, Clare Foulds and Penny Rickman 	
1.2	<ul style="list-style-type: none"> Minutes from May SG meeting are approved to go on the website. 	TM

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> TP advised that Barclays have not yet sent a bank statement through this month. An email has been received from Ben Bennet confirming that the DFE have approved the 2017-18 grant for Torbay PPF. Funds will be released to the PPF shortly. 	

3.1	LEAFLET DESIGN (And website).	
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	<ul style="list-style-type: none"> • There is very successful demo of the new website. All SG members are very pleased with the results. • It was decided at the SG meeting that the PPF needs an updated logo to go alongside the website and leaflet redesign. • Upon much debate over an assortment of colours and designs, it was decided upon to develop a new logo incorporating the bubbles theme from the website and an image to depict a family with special needs. • Arrange quote for new logo • All quotes need to be received before 27/06/2017 	AL, TM CH
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3.2	2017 AGM	
	<ul style="list-style-type: none"> • Invites have been sent out by post and email. • A minimum of 8 members or 5% of the membership need to vote for the vote to qualify • We have received interest from 2 new parent carers to join the steering group (one of the parents has sat on the steering group in the past).The constitution was checked and it was confirmed that the steering group limit is 9 members, we currently have 7 members. 	

3.3	RECRUITING AT SCHOOL SUMMER FETES: STANDS AT COOMBE PAFFORD AND MAYFIELD	
	<ul style="list-style-type: none"> • CB is keen to recruit families who children are currently at SEND support in Torbay who may not have an EHC and therefore may not be aware that the PPF exists. • St Marychurch Primary to be asked for a stall at their fete on 14/7/17 • A call should be made to Coombe Pafford to see when they are holding their school summer fete • A call will be made to BMAD to discuss the possibility of recruiting through them? • Halswell Learning Centre has also been put forward as a suitable recruitment spot • Bubbles will be needed for the stand- source prices for Large/small, machine to attract families to the stall • 	CB TM CH AL TM

3.4	FAIR PLAY DAY	
	<ul style="list-style-type: none"> • CB would like to form a working party • A date of the 30/06/2017 has been set as the first day for the fair play day working party 	

	<ul style="list-style-type: none"> The main upstairs room in Castle Road should be booked for the working party 	KG
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4.0	UPDATE ON PARTICIPATION WITH RELEVANT SERVICE PROVIDERS	
4.1	<ul style="list-style-type: none"> PR shared the information from carers register meeting 	
4.2	<ul style="list-style-type: none"> ASrUS: Currently has 14 families that attend regularly Have new leaflets They have staff and volunteers who support their activities SENDIASS are present at ASrUS every week to give advice to parents/carers 	
4.3	<ul style="list-style-type: none"> SENDIASS: Home education meeting held with Dorothy Hadleigh (DH) was attended by 7 parents The minutes of the above meeting are being typed up and will be shared with the PPF. KG is currently retyping the Home Education policy Due to the success of the home educators meeting, it has been declared that every 6-8 weeks DH would like to hold another parent feedback session with a changing range of topics. These would be closed meetings by pre-appointment only. The SENDIASS parent support group has over 20 parents at the last meeting this group is run by a parent volunteer – Jackie King 	

5.0	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> CB is attending a London conference on children's mental health 16/6/17 AL & TP would like to attend an NHS England SEND event in Bristol on 18/7/17. CB hasn't seen the e-mail yet & will contact both about places. KG- the Downs Syndrome Society have been expecting feedback from a CAMHS event. The details are in an email that will be forwarded to the PPF Details of the company who made the banners for the PPF are needed; these will be in the archive records & accounts. TM to contact ML for information as deadline is tight. Find and send safeguarding policy to the new SG members ID Documents for a DBS check are needed from AL & CH PLEASE NOTE- due to agenda not being received from the secretary until 2.09pm on the day of the meeting there was insufficient time for them to be circulated. TM provided copies to share at the meeting, however this is not a satisfactory way to proceed. Action for incoming - chair to ensure papers are provided by the day before the meeting. 	<p>KG</p> <p>TM TM AL, CH</p>

