

Torbay Parents Carer Forum Steering Group Meeting

July 11th 2017

Location	Meeting Room, Castle Road
Date & Time	Tuesday 11 th July 2017 6.45pm
Present	Carole Brierley, Tazmen Pugh, Clare Foulds, Louise Benson, Kelly Givens, Claire Howell, Kate Rowe, Tammy Maguire
Agenda	<ol style="list-style-type: none"> 1. Welcome and Apologies 2. Ground rules /expectations 3. Vote on office relocation to Castle Circus, Union Street, Torquay 4. Handover to Kate Rowe from CAF topics to be covered:- <ul style="list-style-type: none"> Reiteration of Ground Rules going forward Code of Conduct Constitution Vision and Purpose Exercise Review Partnership Agreement Skills Audit 5. Working Party dates to be set 6. Any other business

AGENDA ITEM	Welcome & Apologies	Action
1	Carole started the meeting by introducing Kate Rowe from CAF to the PCF SG members. It was explained that Kate had been brought in to update the procedures and facilities of the PCF. CB is keen to improve her own and the skills of the SG by introducing better structure to the meetings. Also by sourcing training in areas where people feel they would like it IT etc.	TM
2	Ground rules and expectations.	

	New PCF 'Ground rules for Meetings' (available on website, insert link).	
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3	Vote on office relocation	
	<ul style="list-style-type: none"> • An email was sent to all SG members last week in reference to a proposed office change. • Reasons for proposed office change, lower rental costs, disabled access, high street presence, larger space allowing for more engagement with PCF members. • The motion to relocate from Castle Road to Union Street was passed unanimously. • The appropriate lettings agent to be contacted regarding procurement of Union Street office • Email TCDT to hand in notice for Castle Road 	CH CH

4	Kate Rowe –Care around the Family- Handover	
	<ul style="list-style-type: none"> • KR was to discuss the new 'Ground rules' • A new rule was proposed that if you are unable to attend a SG meeting, then you are to email at least 3 questions or points that can then be discussed at the SG meeting. • This needs to be included within the agenda from this point on. • The ground rules are to be present at all SG meetings, and will be displayed on the table throughout the meeting. • Print a laminate the SG ground rules • It was recognized that the PCF is the voice in Torbay for all parents and carer's of children with a SEND. • It was suggested that a 'memorandum of understanding' be established between the PCF and the Local Authority • KR suggested that the vision of the PCF become 	CH TM MG/CB

	<p>the header of section 1 of our current constitution.</p> <ul style="list-style-type: none"> • Section 5 of the current constitution needs to say more about the partnership organizations that the PCF work with • A partnership agreement between SENDIASS and the PCF is to be created as an option to improve clarity of each organizations work. • Partnership agreement then needs to be sent Sam (admin) at SENDIASS for them to discuss and make amendments/suggestions etc. • Contact needs to be made with local schools, stating that we have been looking at our constitution and we wish to be more inclusive and are looking to increase Parent Carer engagement, can they please share our advert in their newsletter or on their website? • A clear referral route is to be established between the PCF and SENDIASS • Request statistics regarding the SEND cases in Torbay • Request a partnership agreement with the Local Authority 	<p>CB</p> <p>CB</p> <p>TM</p> <p>CB</p> <p>CB</p>
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